

DATE: April 24, 2024

POSITION TITLE: Attendance/PEIMS Clerk

LOCATION: Glen Rose Independent School District

SALARY RANGE: According to District Salary Schedule

POSITION SUMMARY: Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

POSITION REQUIREMENTS:

Education:

- High School graduate or GED

Special Knowledge/Skills:

- Proficient keyboarding, file maintenance, and 10-key skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Ability to meet established deadlines

Experience:

- Two years data entry experience

APPLICATION PROCEDURES:

District Employees: Send letter requesting transfer with pertinent information if same job description. To change job description, send complete application and resume.

Outside Applicants: Request application and/or send resume to:

Tommy Corcoran, Assistant Superintendent of Operations
Glen Rose Independent School District
P.O. Box 2129
Glen Rose, Texas 76043-2129
E-Mail: corcto@grisd.net
Telephone: 254-898-3913

APPLICATION DEADLINE: Until filled.

GRISD is an equal opportunity employer and selects personnel on the basis of merit. Applicants are considered without regard to race, color, national origin, age, religion, sex, marital or veteran status. Selection is determined by the presentation of evidence of experience, training, information from references and personal interviews.

