

Seeking: Elementary School Secretary/PEIMS Clerk

Exemption Status: Nonexempt – Full-Time (226 days)

State Date: May 16th, 2022

Primary Purpose: Ensure efficient operation of campus administrative offices and provide clerical services for campus administrative staff. Maintain accurate student attendance and academic records, perform data entry including attendance, Public information management system (PEIMS) data and grades. Receive incoming calls, take reliable messages, and route to appropriate staff.

Qualifications:

Education/Certification:

High school Diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use software to develop spreadsheets and databases

Effective organizational, communication, and interpersonal skills

Experience:

Prior data entry experience preferred

Salary/Benefits: Depends on experience, insurance available through TRS Active Care

For more information contact Jessica Luna, Principal, at 830-254-3551 or lunaj@fcisd.net.

Applications are available on the website – FCISD Application Link or at the Business Office. Please send application via email or mail to:

Falls City ISD

ATT: Jessica Luna

PO BOX 399

Falls City, TX 78113

Email: lunaj@fcisd.net

Posted April 22, 2022