



AMIGOS POR VIDA – FRIENDS FOR LIFE CHARTER SCHOOL JOB DESCRIPTION

Job Title: Student Information Specialist

Contract Days: 210

Reports To: PEIMS Coordinator

Status: Non-Exempt

DESCRIPTION:

A campus-based position responsible for maintaining impeccable student information and attendance data with proper record keeping.

KEY RESPONSIBILITIES:

Manages school attendance process and maintains accurate attendance records.

- Audits student attendance records following local, state, and federal regulations.
- Partners with students, staff, and parents to ensure students attend school daily.
- Documents all attendance changes, corrects attendance data and completes audits as needed.
- Call parents to verify student absences. Enforce attendance contracts.
- Run daily attendance reports.
- Enter tardies in the software system.

Processes documentation for student enrollment and maintains all waitlist records.

- Verifies students are fully enrolled and makes any data corrections in the software system.
- Collect all required documents for enrollment.
- Sets up and manages student cumulative folders.
- Maintains accurate student data information in the software system including discipline, economically disadvantaged, student schedules, progress reports, and report cards.
- Manages incoming and outgoing requests of student records through TReX.
- Process student withdrawals and maintain leaver documentation.
- ELL identification process including LEP folders, records, LPAC minutes, and parent permission letters.
- Other duties as assigned.

SKILLS:

Experience in data entry. Proficient in keyboarding and file maintenance.

Sense of humility, customer service mindset, urgency, and ability to solve problems and make decisions quickly and proactively.

Juggle multiple priorities with great attention to detail, and deliver consistent and timely results.

Bilingual in English and Spanish preferred.

EDUCATION:

High school diploma or GED

15 credited college hours OR three years of similar experience preferred.

