

**Position: Student Services/Campus PEIMS Assistant/Parent/Homeless Liaison**

**Job Status: Grade 9, Step depending on experience and qualifications**

## **I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

## **II. Minimum Qualifications:**

- High School Diploma
- Experience working in a setting that serves children state and/or federal funding assistance
- Must be insurable
- Must have a valid Texas driver's license, and be able to pass a background and fingerprint check
- Should have exceptional communication and interpersonal skills
- Must have demonstrated proficiency in working effectively with students and parents living in low socioeconomic circumstances
- Must be proficient in proper usage of the English language, in generally accepted office practices, and in administrative procedures
- Spanish language knowledge is beneficial in the work environment

## **I. Specific Responsibilities:**

1. Process and maintain registration information and assist with administration of the lottery for vacant seats in classes.

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2. Report and manage student information regarding attendance, discipline activity, free and reduced price lunch program, and health records all with respect for confidentiality.
3. Assist with immunization tracking and follow-up for enrollees and transfers.
4. Coordinate inventory of textbooks and other curricular supplies/resources and liaison with Information Technology contractor to ensure complete and accurate inventory and status of technology equipment.
5. Confer with parents and staff regarding the investigation and clearing of absences and/or suspected health problems.
6. Report chronic absentees to Program Director/Principal.
7. Provide students with first aid treatment as injuries or illnesses may warrant, in accord with acceptable first aid practice and short of that which a licensed nurse or physician must administer.
8. Efficiently perform administrative support duties such as maintaining information files and processing paperwork, answering phone calls and providing information, as well as drafting and editing documents using Microsoft Office Suite programs.
9. Develop partnerships with businesses, community organizations, individual volunteers, and others to help meet identified school facility and educational needs.
10. Act as liaison with EOAC Corporate office for Waco Charter School employee timesheets, insurance enrollment, etc.
11. Knowledge of Public Education Information Management System (PEIMS).
12. Working knowledge of the Policies and Procedures of EOAC and of Waco Charter School.
13. General understanding of Texas Education Code as it relates to Charter Schools, attendance rules, discipline limitations and rules, etc. and where to seek out specific guidance.
14. Working knowledge of McKinney Act Homeless rules and regulations as they relate to students.
15. Ability to maintain confidentiality in all aspects of the job.
16. Success in roles requiring execution of multiple tasks while responding to multiple priorities sometimes with frequent interruptions.
17. Proven ability to work with efficiency, flexibility, and good humor; not intimidated by time limitations.

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18. Demonstrated ability to build and maintain relationships with a wide array of people including those from diverse ethnic and educational backgrounds.
19. Operate with excellence in mind in all matters.
20. Passionate about EOAC's mission and impact.
21. Self-starter, self-disciplined
22. Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the Program Director/Principal
23. Other duties as assigned

**Immediate Supervisor:** Charter School Principal

**Date of Approval** \_\_\_\_\_