

Job Title: SPECIALIST, PEIMS DATA QUALITY AND ACCOUNTABILITY
Reports to: Director, PEIMS Data Quality, Compliance and Accountability
Dept./School: PEIMS Data Quality, Compliance and Accountability
Wage/Hour Status: Non-Exempt
Date Revised: July 22, 2019

Primary Purpose

Assist with the day-to-day management of the district's Public Education Information System (PEIMS) data and support of the student information system (SIS). Assist with the planning, collection and submission of the district's state and federally mandated data submissions. This is a hands-on technical position requiring strong skills in areas of data integrity and information management and will be directly involved with troubleshooting and the training of staff in the various Texas Student Data System (TSDS) based applications.

QUALIFICATIONS

Education/Certification

60 college hours, required
Bachelor's Degree preferred
Valid Texas driver's license, required

Special Knowledge/Skills

Excellent analytical, organizational, and interpersonal skills
Excellent written and oral communication skills
Excellent research, problem-solving, and customer service skills
Advanced skills in Microsoft Office (Excel, Word, PowerPoint) and Adobe Acrobat Professional
Knowledge of campus operations
Knowledge of the Student Attendance Accounting Handbook (SAAH) and Texas Education Data Standards (TEDS)
Ability to use personal computer and software to develop spreadsheets, databases, and documents Ability to learn and administer various data reporting and data storage applications
Ability to prepare and deliver presentations and/or trainings Ability to manage multiple projects simultaneously
Ability to work independently; self-motivated

Experience

Minimum 2 years PEIMS related experience
Minimum 2 years' experience using student information systems
Experience using coding systems

MAJOR RESPONSIBILITIES AND DUTIES

1. Thoroughly read, understand, and implement the Texas Education Data Standards (TEDS) and Student Attendance Accounting Handbook (SAAH).
2. Run daily imports/exports through TSDS for assignment of student Unique IDs; resolve Person Identification Database (PID) discrepancies; upload weekly Person Enrollment Tracker (PET) submissions through the Texas Student Data System (TSDS); resolve dual enrollment reports between the home district and other districts.
3. Assist campuses and departments with questions and/or provide direction in maintaining or correcting student data.
4. Assist with assigning Service IDs for all state approved courses as described in the TEDS.
5. Assist with creating courses/sections in the appropriate course master for the entry of transfer grades as requested by the campus registrars; ensure all course coding is in compliance with the TEDS.
6. Assist with building and formatting of Public Education Information Management System (PEIMS) files for

submissions; resolve data issues according to *TEDS* and *SAAH*; assist with building and formatting ancillary data collections such as Early Childhood Data Collection (ECDC) and the Civil Rights Data Collection (CRDC).

7. Assist in performing on-site audits in areas related to PEIMS reporting such as enrollment, leavers, and discipline to ensure data accuracy.
8. Compile, maintain and file all reports, records, and other documents as required; upload reports to secure shared folder for access by campuses, special programs and departments.
9. Compile data for confidential student level reviews triggered by Data Validation Monitoring.
10. Assist with data cleanup from campus, special programs, or departments that directly relate to producing enrollment projections or rezoning scenarios; enter data, as requested, to assist the director in developing enrollment projections or rezoning scenarios
11. Assist in development and update of training manuals and materials for PEIMS ~~and state assessments~~; create quick-reference guides.
12. Compile updated discipline information for inclusion in the district discipline manual; review SGLC placement letters and verify corresponding discipline coding in the SIS; contact campus for corrections in order to maintain accuracy of data; assist the campuses in maintaining accurate discipline records through periodic desk audits, on-site audits and training.
13. Generate and archive end-of-year reports, such as the student information report and transcripts.
14. Activate students and correct grade level and entry date as needed.
15. Monitor leavers and dropouts for accountability purposes.
16. Serve as the district contact for enrollment information, discipline records and demographics data.

Ethics

17. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
18. Maintain confidentiality of all data and files including student and staff information.
19. Safeguard against unauthorized access to assigned computer system and electronic data.
20. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

EQUIPMENT USED

Computers, printers, scanners, projection devices

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions; prolonged use of computer; occasional district-wide travel. Work with frequent interruptions

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: __

Approved by: _____

Date: __