

Job Title: DIRECTOR, PEIMS DATA QUALITY, COMPLIANCE AND ACCOUNTABILITY
Reports to: Chief Financial Officer
Dept./School: PEIMS DATA QUALITY, COMPLIANCE AND ACCOUNTABILITY
Wage/Hour Status: Exempt
Date Revised: July 22, 2019

Primary Purpose

Direct, coordinate and oversee the collection, integration and formatting of the district's PEIMS data. Ensure the integrity and accuracy of all district, campus, and student data reported to Texas and federal education agencies through PEIMS and other ancillary reporting collections. Provide district leadership with comprehensive, accurate and timely data for decision making in the areas of Federal/State accountability, funding, school staffing and master scheduling. Act as the system manager for the district student information system (SIS).

QUALIFICATIONS

Education/Certification

Bachelor's degree in education, business or related field
Master's degree in education, preferred
Texas Mid-Management or Principal Certification, preferred
TASBO certification, preferred

Special Knowledge/Skills

Extensive knowledge of current federal and state laws, regulations and codes applicable to planning and accountability.
Evidence of an understanding of system-wide accountability.
Extensive knowledge of PEIMS and Texas Education Data Standards (TEDS).
Extensive knowledge of the Student Attendance Accounting Handbook (SAAH).
Strong understanding of student information systems (SIS).
Strong knowledge of elementary and secondary campus operations.
Strong understanding of systems and their impact on the quality of data used in decision making.
Knowledge of data management, analysis and reporting strategies.
Strong organizational, communication, and interpersonal skills.
Ability to organize and coordinate district wide program.
Ability to interpret policy, procedures and data.

Experience

Minimum three years of experience in campus administration.
Coordination of federal and state accountability programs.
Experience in administering district-wide programs.
Experience in developing training materials.

MAJOR RESPONSIBILITIES AND DUTIES

1. Communicates with TEA and related agencies, when needed, to clarify or ensure that the district is in compliance with proper recordkeeping and data reporting.
2. Design, direct and conduct on-site audits for adherence to state and/or local regulations, procedures, and documentation requirements as prescribed in the Student Attendance Accounting Handbook (SAAH), PEIMS/TEDS Data Standards, local board policies and district procedural manuals.
3. Responsible for data quality compliance reporting; coordinates the district response to areas of concern in the Data Validation components of TEA's PBM system; reconcile Data Validation Monitoring (DVM) staging for assessments, discipline and leaver codes; conduct student-level data reviews and develop Corrective Actions

Plans (CAP) for submission to TEA.

4. Design and conduct on-site and/or desk audits of leaver, dropout, graduates and discipline data in accordance with PEIMS/TEDS Data Standards.
5. Direct the overall activities associated with monitoring the quality of student records in relation to attendance, class scheduling, grade reporting, and demographic data; develop procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data.
6. Oversee the submission of PEIMS fall, mid-year, summer and extended year submissions; verify data submitted to TEA; oversee district and campus data corrections; ensure data corrections are submitted to TEA in a timely manner.

Coordination and Training

7. Foster a connection between Public Education Information Management System (PEIMS) coding and accountability and funding.
8. Coordinate with the business office, human resources, student services and campus personnel to verify the accuracy of data according to PEIMS Data Standards.
9. Conduct trainings for campus and district administrators on discipline, special programs, demographics, leavers, dropouts, college, career and military readiness (CCMR) reporting, etc. through PEIMS and the effect of coding on accountability reporting.
10. Lead data quality reviews with program directors and campus staff; develop reports and queries to analyze and validate data integrity.

Management Information System

11. Serve as System Administrator for the district's student information system (SIS); coordinate system upgrades; manage and assign security of district user accounts; responsible for ensuring all settings and codes are correct and accurate in PEIMS reportable functions such as calendars, master schedule reporting (course completion, schedule changes, credit by exam, dual credit/AP coding, transfer courses, etc.); coordinate with the student information system vendor to identify, evaluate, and address programming errors and inconsistencies
12. Monitor the accuracy of information shared between the district's software systems that effect PEIMS coding and accountability.
13. Analyze and correct historical grades, credits and transcripts according to the *TEA Minimum Standards for the Academic Achievement Record* and in accordance with PEIMS Data Standards.
14. Manage Viewing software for report card printing/storage, grade reporting, and interim progress reporting.

Student Enrollment and Registration

15. Oversee the Student Enrollment and Registration department
16. Assist the district and campus administrators in making enrollment projections for the succeeding year budget estimates; establish procedural guidelines for the accurate collection of student demographics, registration and enrollment.
17. Oversee the preparation and dissemination of daily, weekly, and/or monthly enrollment reports.
18. Implement and maintain a district-wide attendance program.

Communication

19. Develop, implement and maintain district procedural manual to ensure district-wide consistency and proper and accurate reporting of PEIMS data.
20. Prepare and present attendance and discipline reports for Board of Trustees.
21. Communicate regularly with district and campus personnel regarding student and accountability requirements.

Policy, Reports and Law

22. Disseminate federal and state accountability reports including but not limited to: Texas Academic Performance Report (TAPR), Performance-Based Monitoring Analysis System (PBMAS), Public Education Grant (PEG), District and School Report Cards, PEIMS Edit+ reports.
23. Keep current on legislative changes impacting, accountability and PEIMS reporting.
24. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
25. Maintain current knowledge and understating of district policies.
26. Compiles budget and cost estimates based upon documented program needs

Personnel Management

27. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
28. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

Ethics

29. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
30. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
31. Safeguard against unauthorized access to assigned computer system and electronic data.
32. Keep informed of and comply with all state and district policies and regulations concerning primary job functions

Supervisory Responsibilities

33. Supervises Coordinator, District PEIMS, Coordinator, Student Registration and Enrollment and assigned paraprofessional staff.

EQUIPMENT USED

Personal computer, scanner, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.

Occasional district and statewide travel.

Frequent prolonged and irregular hours.

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: __