

Job Title: SPECIALIST, PEIMS DATA QUALITY AND COMPLIANCE
Reports to: Director of 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

Review, sort and process school records and data in the Student Information System (SIS). Assists campus and special program staff in all areas of attendance accounting procedures and processes to ensure compliance with district and state mandated attendance guidelines.

Education/Certification

High School Diploma or GED
Minimum 60 college hours, preferred
Valid driver's license

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills
Knowledge of elementary and secondary campus operations
Knowledge of attendance accounting practices in public schools and the applicable statutes, codes, laws, policies and reporting requirements
Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Publisher)
Proficient skills in Adobe Professional
Ability to interpret policy, procedures and data
Ability to perform accurate accounting and clerical work requiring independent judgment, speed and accuracy
Ability to compile a variety of complex, accurate and technical attendance information and other statistical data
Ability to prepare spreadsheets, graphs reports and handbooks
Ability maintain accurate and auditable records and reports
Ability to set priorities and meet established deadlines
Ability to do work under pressure and with interruptions
Strong organizational, communication, and interpersonal skills

Experience

Minimum five (5) years of clerical and/or accounting experience, preferred
Minimum three (3) years' experience in use of technology
Experience with automated student information and public school attendance accounting systems, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Data Quality and Compliance

1. Monitor attendance procedures, accuracy, and timeliness of data entry into the district's computer-based attendance system. Conduct on-site visits to audit data for adherence to federal, state and/or local regulations, procedures, and documentation requirements in areas related to district funding and compliance.
2. Monitor special attendance programs such as Pre-Kindergarten (PK), Homebound, Pregnancy Related Services (PRS) and Optional flexible School Day Program (OFSDP); ensure proper student accounting practices per the TEA Student Attendance Accounting Handbook (SAAH).
3. Incorporate changes from the Texas Education Agency (TEA) in attendance and reporting requirements into the district's attendance policy and procedures handbook.

Records and Reports

4. Create and update data mining reports for campus and special programs use.
5. Compile, maintain, and file physical and computerized reports, student records, and other supporting documentation as required by the SAAH and the Texas State Records Retention Schedule.

6. Generate and distribute end-of-term/year honor roll and perfect attendance reports.
7. Prepare daily, weekly and/or monthly attendance reports; analyze for completeness and distribute to appropriate central office staff and/or departments for analysis, verification, and correction.
8. Establish timelines for gathering attendance and discipline related reports from campuses and departments.

Training and Technical Support

9. Identify concerns with the student information system (SIS) that affect funding, compliance, and/or the reporting of quality data; coordinate with the director when submitting service calls to the vendor for possible solutions.
10. Assist departments and campuses to reconcile student special programs enrollment to enrollment posting in campus attendance registers.
11. Conduct trainings for designated campus para-professional staff on attendance procedures, accuracy and timeliness of data entry into the SIS
12. Assist campuses in the grade reporting process; conduct on-campus gradebook training as requested.
13. Attend and assist with in-service trainings, department meetings, and workshops.

Ethics

14. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
15. Maintain confidentiality of all data and files.
16. Safeguard against unauthorized access to assigned computer system and electronic data

Other

17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
18. Perform all other task and duties as assigned.

Supervisory Responsibilities

None

EQUIPMENT USED

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

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions, Repetitive hand motions; prolonged use of computer. Frequent district and occasional statewide travel. Occasional 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.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____