

Job Title: COORDINATOR, DISTRICT PEIMS
Reports to: Director, PEIMS Data Quality, Compliance and Accountability
Dept./School: PEIMS Data Quality, Compliance and Accountability
Wage/Hour Status: Exempt
Date Revised: July 22, 2019

Primary Purpose

Under minimal supervision, coordinate and oversee the PEIMS and ancillary data entries and submissions for the district. Most tasks are non-routine and require a considerable reliance upon the use of sound independent judgment. This is a technical, hands-on position requiring strong skills in the areas of data integrity and information management.

Education/Certification

Bachelor's Degree in education, a related field, or equivalent work experience

Valid Texas driver's license

TASBO certification preferred

Special Knowledge/Skills

Extensive knowledge of PEIMS, Texas Student Data Standards (TSDS) and TEC Chapter 37

Knowledge of district and campus operations, including special programs

Ability to interpret law, policy and procedures

Ability to develop and conduct professional development

Strong organizational and interpersonal skills

Strong written and verbal communications and presentation skills

Demonstrate initiative, flexibility, and ability to manage workload and achieve results with minimal supervision.

Strong analytical abilities and attention to detail.

Strong time management skills and ability to multi-task.

Keen independent judgment in determining when to seek advice.

Knowledge of Student Information Systems (Skyward).

Knowledge of technology and the ability to interface with multiple applications required.

Knowledge of systems and their impact on the quality of data used in decision making.

Experience

Experience with high levels of accountability and data integrity.

Extensive experience in working in a team oriented, collaborative environment.

Experience in TEA reporting requirements and regulations.

3 years or more of successful experience in school district administrative support of Skyward Student Information System (SIS)

Experience in coding systems.

MAJOR RESPONSIBILITIES AND DUTIES

1. Coordinate the accurate collection, integration, and formatting of all data required for PEIMS submission according to PEIMS and Texas Student Data Standards.
2. Responsible for the submission of fall, mid-year, summer and extended year programs reports to the state.
3. Run edits, reports and verification checks on data to ensure accuracy of information; distribute edits and reports to appropriate staff for analysis, verification, and correction; coordinate with district and campus PEIMS staff to identify, troubleshoot, and resolve staff and student information errors and inconsistencies.
4. Ensure district data collection procedures are in compliance with local, state and federal reporting requirements. Communicate rule changes and data/documentation requirements to campuses, special programs, and administrative

staff. Comply with the laws and procedures in the Texas Student Attendance Accounting Handbook (SAAH), PEIMS, and the Texas Student Data Standards (TSDS).

5. Responsible for assigning Texas State Service IDs for all state approved courses as described in the TSDS Data Standards; code courses according to the guidelines found in the TEA Minimum Standards for the Academic Achievement Record.
6. Responsible for data quality in compliance with Performance Based Monitoring (PBM).
7. Responsible for verifying student transcripts against grade reporting records; notify director of discrepancies.
8. Oversee Personal Identification Database (PID) and PID enrollment tracking (PET) reporting.
9. Attend meetings, workshops, and seminars as necessary to remain informed of PEIMS updates, state, and federal guidelines.
9. Responsible for developing training materials; train and monitor district personnel in areas related to PEIMS compliance.
10. Propose and document procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data for PEIMS reporting.
11. Responsible for the creation and submission of ancillary Federal and State data collections such as Early Childhood Data Collection (ECDS) and Civil Rights Data Collection (CRDC).
12. Assist the director in managing all aspects of the student information system to include, but not limited to, master schedule building, cross-entity enrollment, future scheduling, course request processing, calendar setup, endorsements and career plans, GPA/Rank, Transcripts, student registration and enrollment.

Ethics

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

Other

17. Demonstrate initiative and work independently.
18. Perform all other tasks and duties as assigned.

Supervisory Responsibilities

Specialist, PEIMS Data Quality and Accountability

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 computer usage. Frequent district and occasional 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.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____