

**Job Title:** PEIMS Coordinator  
**Status:** Exempt  
**Reports to:** Chief Technology Officer  
**Department:** Financial Services  
**Pay Range:** \$58,622-\$84,359

**Primary Purpose:**

Support and coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data. Provide guidance and direction for data entry and application of data standards. Translate requirements to ensure data integrity. Develop strong partnerships to fully understand data related processes and impact on campuses and business departments. Support other data sources as needed.

**Qualifications:**

Education/Certification:

Bachelor's degree in related field and/or three (3) years related professional experience with PEIMS

**Special Knowledge/Skills:**

- o Knowledge of state PEIMS and attendance requirements and procedures
- o Knowledge in all aspects of computer operations including data entry, editing and the ability to identify computer program errors through reviewing data and reports
- o Knowledge of data base structures and systems analysis and design experience
- o Report generation and quality review
- o Advanced knowledge of Microsoft Excel
- o Advanced knowledge of Crystal Reports or equivalent report writer
- o Working knowledge of design and delivery of user training
- o Ability to maintain accurate and auditable records
- o Strong organizational, communication and interpersonal skills
- o Ability to meet established deadlines
- o Knowledge of Skyward Student Information System
- o Ability to work effectively with others

**Experience:**

- o Three years related professional experience in school district which includes collecting, entering, & analyzing data (preferred)
- o Experience using PEIMS coding systems and collection methods.
- o Experience developing training materials along with providing training to large and small groups
- o Experience using Skyward Management Information Systems preferred

**Major Responsibilities and Duties:**

- Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to PEIMS Data Standards and student attendance accounting handbook.
- Responsible for the submission of fall, mid-year, summer and extended year programs reports to the state.

- Work cooperatively with campus, finance office, and human resource staff to collect, organize, and format data required to submit district PEIMS data in a timely manner.
- 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.
- Submit complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing.
- Verify data submitted to TEA and submit corrections in a timely manner.
- Understanding of Student/Finance/HR management systems as they relate to PEIMS.
- Receive PEIMS-related information from ESC and TEA and disseminate to other staff in a timely manner, including updates to PEIMS Data Standards.
- Comply with policies established by federal and state law, State Board of Education rule, Texas Student Attendance Accounting Handbook, PEIMS Data Standards and local board policy.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Responsible for updating district attendance process.
- Responsible for training staff on Texas and Federal laws and procedures in PEIMS Data Standards.
- Responsible for submission of OCR collection.
- Maintain confidentiality of data.

**Supervisory Responsibilities:**

None

**Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel. Frequent prolonged sitting and irregular hours. Repetitive hand motions.