



KLEIN ISD

PROMISE 2 PURPOSE

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KLEIN INDEPENDENT SCHOOL DISTRICT

7200 Spring-Cypress Road, Klein, Texas 77379

JOB DESCRIPTION

Position: Application Support Specialist – Data Services
(PEIMS)

Pay Grade: IT2

Duty Days: 226

Salary: KISD Current Staff Compensation Plan

Qualifications:

- High School Diploma
- Minimum 3 years' experience working as a paraprofessional in a public school
- At least 3 years' experience working with PEIMS preferred

Duties include but are not limited to the following:

- Responsible for submission of data to Texas Education Agency through the Public Education Information Management system (PEIMS)
- Assist in monitoring of all data for accuracy prior to submission to PEIMS
- Assist campuses on cleanup of data submitted through PEIMS
- Monitor accuracy of student personal identification data (PID) and correct data when appropriate
- Correct and submit weekly PID enrollment tracking (PET) files
- Correct and submit weekly TSDS files
- Create spreadsheet of district data regarding attendance and membership for data requests
- Inform director of possible data anomalies prior to each submission to PEIMS
- Responsible for the submission of the Office of Civil Rights data to the Department of Education
- Perform all other duties as assigned by the Director of Data Services
- Reports to the Director of Data Services

Work Conditions:

- Maintain emotional control under stress
- Works with frequent interruptions
- Occasional irregular hours
- Repetitive actions

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **Both In-district and Out-of-district:** applicants should submit an application, and upload resume and copies of education credentials and certifications (if applicable) through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer