

Job Title:	Lead PEIMS Clerk	Wage/Hour Status:	Non-Exempt
Reports to:	PEIMS Manager	Pay Grade:	307
Dept. /School:	Information Security & Technology	Date Revised:	June 1, 2024

Primary Purpose

Provide Public Education Information Management System (PEIMS) support services to campuses and departments to include Texas Student Data System (TSDS) requirements in compliance with Texas Education Agency (TEA) and district timelines and guidelines. Assist with collection and reporting of district PEIMS data to include training, communication and coordination with district & campus administrators, staff, personnel, on PEIMS governance, standards, and processes.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from accredited institution of higher education within area of assigned responsibility

Associate degree in accounting, finance, business, or information systems (preferred)

Special Knowledge/Skills

- Knowledge of TEA PEIMS, TSDS and district policy data standards & requirements (attendance, scheduling, reporting, etc.), core collection and submission processes.
- Knowledge of the Student Attendance Accounting Handbook (SAAH).
- Strong time management skills and ability to prioritize tasks & assignments.
- Knowledge of state regulations, District policy, attendance, grade reporting, scheduling, PEIMS/TSDS data collection and student records
- Knowledge of computer, spreadsheets, database systems, math and other business management software, systems, and report generation
- Proficient written and verbal communication and presentation skills with the ability to communicate with a wide-ranging audience utilizing various office management systems and software

Experience

Three (3) years direct experience with TEA, PEIMS, student accounting, reporting and student information systems

One (1) year experience working with financial/human resources (HR) in a Texas K-12 school district (preferred)

One (1) year experience in customer service, with emphasis on providing PEIMS and system support to a diverse end-user community

Major Responsibilities and Duties

1. Provide district support to campuses and departments in the coordination and submission of PEIMS and TEA Core Collections and data elements.
2. Monitor PEIMS data validation data daily and assist campuses with addressing data errors or discrepancies related to attendance, registration, discipline, student records and special programs, homebound, GED, etc.
3. Track correspondence and communication with campuses and data owners through the help desk ticketing system.
4. Document communication to support campuses in clearing errors through help desk system.
5. Support the maintenance of physical and computerized student records according to established procedures and to include TRex.
6. Maintain an organized and effective filing and record system to include developing and storing records and disposing of obsolete records and any other records management functions necessary for compliance.
7. Provide temporary PEIMS assistance to a campus during a short-term vacancy.
8. Coordinate the transfer and withdrawal of students by completing transfer, withdrawal forms and forwarding completed cumulative folders to the receiving school from EPISD or another district.

Training and Technical Support

9. Assist in conducting group or individual training for campus personnel (PEIMS/REGISTRAR/ATTENDANCE) in the proper use of the IS and Campus PEIMS duties and responsibilities.

Other Responsibilities

- 10. Sustain and adhere to IT Professional’s Code of Ethics, Standards of Conduct and professional approach to job duties and district stakeholders.
- 11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 12. Maintain a professional level of confidentiality concerning personnel, students and all information maintained in district’s systems.
- 13. Collaborate with district staff, committees, campuses, departments, and other agencies to assess system, information, and technology needs.
- 14. Perform other appropriate duties as assigned.

Supervisory Responsibilities

None

Equipment Used

Computers, LaserJet printer, fax machine, copier, calculator, printers, scanners.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, and work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions. Require travel to campuses as assigned.

Terms of Employment

221 days; salary to be established by the Board of Trustees

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: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy
 Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.