

JOB DESCRIPTION

Job Title	PEIMS Manager	Job Title Code	182365
Reports to	Director Student Information Services/PEIMS	Wage/Hour Status	Exempt
Dept/School	Information Technology	Pay Grade	508
		Date Revised	October 01, 2024

Primary Purpose

Manage the accurate collection, reporting and submission of district Public Education Information Management System (PEIMS) data and Texas Student Data System (TSDS) in compliance with the Texas Education Agency (TEA) guidelines for state reporting, funding, evaluation, and auditing purposes. Responsible for the administration of all aspects of student data accounting in compliance with state and federal mandates as part of the student data accounting arena. Develops & establishes district PEIMS standardized processes, workflows and procedures, training materials, trains, and monitors district personnel in areas related to PEIMS compliance. Executes constant communication and coordination with District & Campus administrators, staff, campus personnel, State and Federal agencies such as TEA and the Office of Civil Rights (OCR). Collaborate with the student information system (SIS) teams to provide training of staff and maintain data integrity. Delivers accurate and quality data for district and state reporting, funding, and accountability.

Education/Certification

- Bachelor's degree in information systems, technology, business, or related field (preferred).
- Advanced depth in data collection, preparation, analysis, and reporting.
- Advanced knowledge of computer, spreadsheets, database systems and other business management software, systems, and report generation.
- Excellent written and verbal communication and presentation skills with the ability to communicate with a wide-ranging audience utilizing various office management systems and software.
- Team player with strong interpersonal skills and ability to collaborate with a diverse group of individuals at all levels of the district and with cross-functional teams and exercise independent judgment and discretion in carrying out duties and responsibilities.
- TASBO Certification (preferred)

Special Knowledge/Skills

- Advanced knowledge of TEA, TSDS, PEIMS reporting requirements and Student Attendance Accounting Handbook (SAAH).
- Leadership qualities to guide an organization to achieve and maintain high performing and services standards.
- Extensive knowledge of the District's Information Systems, as they relate to PEIMS/TSDS.
- Keen ability to interpret policies, procedures, data and maintain accurate & auditable records.
- Demonstrate initiative, flexibility, and ability to manage workload and achieve results.
- Knowledge and understanding of relevant regulatory requirements such as the Family Education Rights and Privacy Act (FERPA), and Children's Internet Protection Act (CIPA) data & reporting requirements.
- Strong analytical abilities and attention to detail with advanced proficiency in report formulation, Microsoft Excel, Access and/or SQL preferred.
- Professional aptitude in developing effective working relationships and teamwork atmosphere.
- Strong organizational, communication, interpersonal skills, and emotional intelligence.
- Detailed understanding of Finance, HR, Student Information Systems (IS), data integrity, user support and information management to include PEIMS submission requirements and processes.
- Perform well under stress; able to respond and work on multiple priorities while self-managing priorities and commitments in an appropriate and timely manner.

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- Evident strong focus on customer service initiatives and management, rigor and discipline, teamwork, collaboration, staff development and training.
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams.
- Demonstrate skills in management, staff development, planning, diplomacy, and consensus building.
- Excellent written and verbal communication and presentation skills with the ability to make technical issues understandable to a wide-ranging audience.
- Experience ability in negotiating enterprise-wide, system software and vendor agreements.
- Demonstrate proficiency in PEIMS standards, practices, and applications.

Experience

- Eight (8) years' experience with Texas school district PEIMS and/or Student Information Systems (preferred)
- Four (4) years' experience in management and supervision of personnel (preferred)
- Experience working with financial/human resources (HR) in a Texas K-12 school district (preferred).

Major Responsibilities and Duties

1. Manage and coordinate the collection, integration, and formatting of all data required for PEIMS submissions according to Texas Education Data Standards (TEDS).
2. Execute district support in the coordination and submission of TEA Core Collections.
3. Manage and train data experts and owners and submit the TSDS Collections of ECDS PK and KG, Fall and Winter Class Roster, Residential Facility Tracker, State Performance Plan Indicator – 14, and Special Ed Language Acquisition.
4. Develop manuals and procedures to collect student data as required by the rules and regulations stated in the Student Attendance Accounting Handbook and the Texas Education Data Standards (TEDS).
5. Manage, train and assist campuses, and department data experts/owners in managing automated student records to ensure compliance with established plans, policies, and procedures as related to PEIMS/TSDS and Collections.
6. Plan, execute, and manage a continuous training and information dissemination program to enable administrators, special program directors, clerks, and teachers to effectively carry out District procedures respective to student records and PEIMS/TSDS reporting.
7. Conduct training for central administration and campus level personnel with respect to data collection, software changes and the PEIMS requirement changes.
8. Establish timelines and distribute a calendar of PEIMS related deadlines for PEIMS Submissions, capturing, processing, verifying, and reporting data to TEA to include training & conferences.
9. Recommend policies, plans and procedures concerning data classification, data ownership and consistent data definitions and business rules.
10. Support Information Technology staff with PEIMS data best practices in the Student Information System. Coordinates with special program owners, data document collection processes and adherence to TEA's Limited Scope Audits (LSA); submit required documentation to TEA.
11. Compile, maintain, files, reports, records, and other documents required for PEIMS/TSDS submissions and/or audits.
12. Extract PEIMS data and imports into TEA to produce data validation error edits, and reports used by data experts/owners to verify the accuracy of the PEIMS/TSDS information. Distributes fatal edits and reports to appropriate staff for analysis, verification, and correction. Assist data owners with identifying and understanding the causes of data validation errors.
13. Manage and train data experts/owners on PEIMS/TSDS updates and requirements to campuses and special program data owners.
14. Develop and implement data quality improvement strategies, working within cross-functional teams within the district and other districts.
15. Collaborate with SIS & IS staff to develop useful reports and visual dashboards that will assist campuses and data owners with data validation to ensure PEIMS/TSDS data compliance, implements PEIMS

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Clearing processes to assist campuses to verify and accept their data using electronic methods such as dashboards and surveys.

16. Perform random audits to include, but not limited to student attendance, special population data, leavers, discipline and provide feedback to district/campus administrator or compliance with standards.
17. Serve as Data Steward for the Texas Student Data System.
18. Maintain third party software OnPoint, to include file uploads and user security access. Upload PEIMS files regularly into OnPoint to identify preliminary data validation errors and work with departments and campuses to clear errors.
19. Develop a training plan to implement OnPoint district wide as a valuable resource to clear data validation errors and check data validity.
20. Oversee the physical and computerized student records management according to established procedures and to include TRex.
21. Responsible for overseeing, maintaining, and assisting with TEA applications: PET, Unique ID, TEAL, TSDS, and TRex.
22. Serve as the District's ASKTED Coordinator which maintains the District Staff and Campus information on TEA's database.
23. Comply with District standards for Texas and federal attendance accounting laws and procedures outlined in the Texas Student Attendance Accounting Handbook, Texas Education Data Standards and Financial Accounting Resource Guide.
24. Responsible for Teacher Reconciliation and 6-week Attendance Reviews as required in the Student Attendance Accounting Handbook.
25. Manage the Unique Id uploads for both students and staff as required by PEIMS. Manage the weekly Enrollment Tracking uploads as required by TEA PEIMS/TSDS.
26. Responsible for Data quality in compliance with Performance Based Monitoring System.
27. Manage the submission of the Office of Civil Rights (CRDC) data to the Department of Education.
28. Work cooperatively with campus and district departments to collect, organize, and format data required to submit district PEIMS data in a timely manner.
29. Runs edits, reports, and verification checks on data to ensure accuracy of information.
30. Analyze data for accuracy prior to distribution to the campus.
31. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
32. Oversee final and accurate PEIMS data submissions in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer.
33. Verify data submitted to TEA and submit corrections in a timely manner.
34. Advanced understanding of Student Information management systems as they relate to Student Accounting & PEIMS.
35. Maintain a strong sense of customer service. Communicate with various stakeholders including campus personnel, district and state administrators, other District's PEIMS personnel, and software vendors, etc.
36. Provide training and support to campus and district departments responsible for processing PEIMS data.

Policy, Reports and Law

37. Implement and adhere to the CIPA & FERPA standards, State Board of Education rules, local board policy, and other state & federal laws pertaining to safeguarding student data, internet security, student technology safety, and continuously remain abreast of cyber security laws and programs associated with Texas school districts.
38. Develop policy, procedures and PEIMS standards for districts and serve on district governing committees.
39. Ensure compliance with federal, state, and local reporting requirements.
40. Establish, develop, and maintain standards for district PEIMS, security, and administer IST catalogues policies, processes and supporting procedures.
41. Participate in development, implementation, and maintenance of policies, objectives, and short- and long-term planning; develop tracking and evaluation programs and metrics to assist in accomplishment of established goals.

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42. Develop, implement, and enforce student information systems security policies, business resumption plan and protection of the district's technology assets.
43. Prepare reports and make presentations to the department, executive leadership, and the board.
44. Complete and provide periodic reports on PEIMS statistics, performance benchmarks, and campus assessments.
45. Document and upkeep student information systems plans, workflows and processes.
46. Compile, maintain, and file all reports, records, and relevant documents per retention policies.
47. Provide and maintain incident reports for PEIMS anomalies.
48. Serve as an expert in responding to all PEIMS inquiries from school-based staff members.
49. Receive PEIMS-related information from ESC and TEA and disseminate it to other staff in a timely manner, including updates to PEIMS Data Standards.
50. Implement new PEIMS policies as prescribed by TEA for submissions.
51. Responsible for training staff on Texas and Federal laws and procedures in Discipline Management Reporting and Limited English Proficiency Data Management Reporting as described in the PEIMS Data Standards.

Budget and Inventory

52. Maintain PEIMS department budget and expenditures; prepares justifications to support staffing, equipment, and supply requests. Performs periodic cost and productivity analysis.
53. Evaluate bid submissions and provide award recommendations to the board for consideration and approval.
54. Approve and process invoices and purchase orders for PEIMS projects for payment.
55. Monitor and recommend renewal of all district systems and software maintenance contracts.
56. Manage and recommend cost-effective technology service contracts, renewals, and maintenance contracts.
57. Maintain division's hardware, software, systems, license inventory and documentation.
58. Conduct vendor evaluations and negotiations and monitor vendor related projects.

Personnel Management

59. Supervise assigned systems professionals and contractors who maintain and support PEIMS systems, applications, and technology.
60. Cultivate a teamwork atmosphere and builds high performance teams.
61. Organize schedules, monitor performance, and ensure employee quality work outcomes.
62. Ensure employees understand their job duties and how performance will be measured.
63. Evaluate employee performance and provide feedback and make recommendations to management.
64. Provide staff development opportunities for personal & professional growth, on-the-job and continuous training, and education of current technology uses and future trends.
65. Recruit, hire, and retain the best performers guaranteeing internal integrity and external competitiveness and make sound recommendations for progressive discipline and/or dismissal of personnel.
66. Serve as a member of the department's leadership team and collaborate with executive management to provide leadership to the department and district stakeholders.

Safety and Security

67. Assist in the implementation and governance of the District's Cyber Security Program as mandated by State law.
68. Develop and execute applicable district student systems security standards, policies and frameworks as recommended by industry standards (i.e. National Institute of Standards & Technology).
69. Mitigate student information systems security incidents and maintain compliance & incident registers.
70. Collaborate in the development of district's technology business continuity planning, processes, assessments, and disaster recovery plan.
71. Maintain a professional level of confidentiality concerning personnel and student information.

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72. Coordinate administrative processes and systems for securely initiating, storing, and managing user identities and access permissions. Ensures users authentication, application access and resource authorization to include user provisioning, automation, and single sign on.
73. Develop, maintain, monitor, and update the district's technology, business continuity, strategic plans, cybersecurity policies & framework, IT Service Catalog and initiatives.

Other

74. Serve as a district technology governance committee team member and develops input for the district technology policies, objectives, and short- and long-term strategic planning.
75. Collaborate with district staff, committees, campuses, departments, and other agencies to assess technology needs.
76. Provide a friendly, safe, timely, quality driven environment responsive to the district and community needs.
77. Foster and adheres to an environment based on the district core values. Promote a team working environment.
78. Attend professional & leadership growth opportunities and maintain a broad and current knowledge of emerging technology, innovation, equipment, and systems.
79. Support the goals and objectives of the district and comply with district policy.
80. Uphold and adheres to safety rules and policies of the EPISD ISD safety program.
81. Perform other appropriate duties, as assigned.

Supervisory Responsibilities

Supervise and assist in the evaluation and performance of the Information Security & Technology (IST) Information Services Department staff.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Work with frequent interruptions; maintain emotional control and professionalism in a fast-paced, high stress environment. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours. Work on-call and after hours and frequent district wide travel.

Terms of Employment

226 days; salary to be established by 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: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

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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.