

<b>Job Title:</b>	PEIMS Coordinator	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Director, Analytics, Strategy, Assessment & PEIMS	<b>Pay Grade:</b>	106
<b>Dept/School:</b>	PEIMS	<b>Date Revised:</b>	April 29, 2022

**Primary Purpose**

Coordinate the accurate collection and reporting of District Public Education Information Management System (PEIMS) data within the Texas Education Agency (TEA) timelines/guidelines..

**Qualifications****Education**

Bachelor's Degree

**Special Knowledge/Skills**

- Knowledge of PEIMS and TSDS Data Standards and collection methods
- Knowledge of the PEIMS and TSDS Core Collection submission process
- Knowledge of the Student Attendance Accounting Handbook
- Knowledge of the Finance/HR Information Management System
- Knowledge of the Finance/HR PEIMS Submission requirements and process
- Knowledge of student information software and user support
- Strong skills in the areas of data integrity and information management
- Ability to maintain accurate and auditable records
- Ability to interpret policy, procedures, and data and relay that information to district administration
- Ability to develop and deliver training to large and small groups
- Strong communication, public relations, and interpersonal skills
- Highly organized and self-motivated
- Ability to complete tasks in a timely manner while multi-tasking
- Ability to handle stressful situations caused by high priority and/or significantly constrained requests by the District and/or TEA
- Ability to coordinate with campus and department staff

**Experience:**

Two (2) years experience with PEIMS data

**Major Duties and Responsibilities:**

1. Coordinate and submit the District's Student and Finance PEIMS Submissions,
2. Coordinate with and train data 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.
3. Coordinate, train and assist campuses, and department data owners in managing automated student records to ensure compliance with established plans, policies, and procedures as related to PEIMS/TSDS and Collections.
4. 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.
5. Set timelines and schedules to ensure data is reported in accordance with State deadlines.
6. Recommend policies, plans and procedures concerning data classification, data ownership and consistent data definitions and business rules.
7. Develop and implement data quality improvement strategies, working within cross-functional teams within the district and other districts

8. 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); submits required documentation to TEA.
9. Compile, maintain, files, reports, records, and other documents required for PEIMS/TSDS submissions and/or audits.
10. Extract PEIMS data and imports into TEA to produce fatal edits, and reports used by data 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 fatal errors.
11. Coordinate and train data owners on PEIMS/TSDS updates and requirements to campuses and special program data owners.
12. Collaborate with the Senior Data Analyst, and Student Systems Manager to develop useful reports and visual dashboards that will assist campuses and data owners with data validation to ensure PEIMS/TSDS data compliance. Collaborate with the Senior Data Analyst to develop and implement PEIMS Clearing processes to assist campuses to verify and accept their data using electronic methods such as dashboards and surveys.
13. Maintain third party software OnPoint, to include file uploads and user security access. Upload PEIMS files regularly into OnPoint to identify preliminary fatals and work with departments and campuses to clear fatals.
14. Develop a training plan to implement OnPoint district wide as a valuable resource to clear fatals and check data validity.
15. Serve as the District's ASKTED Coordinator which maintains the District Staff and Campus information on TEA's database.
16. 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.
17. Responsible for Teacher Reconciliation and 6-week Attendance Reviews as required in the Student Attendance Accounting Handbook. Manages the Unique Id uploads for both student and staff as required by PEIMS. Manages the weekly Enrollment Tracking uploads as required by TEA PEIMS/TSDS.
18. Extensive knowledge of the District's Information Systems, as they relate to PEIMS/TSDS.
19. Develop and maintain a strong sense of customer service; communicate with various stakeholders, including campus personnel, District and state administrators, other Districts' PEIMS/TSDS personnel, and software vendors.
20. Responsible for developing training materials; train District personnel in areas related to PEIMS / TSDS compliance.
21. Assist with developing the PEIMS department budget.
22. Participate in training related to PEIMS.
23. Coordinate the work of the PEIMS department staff.
24. Keep current on District, federal, state, and local policies.
25. Serve as a liaison with Region 19 and data owners and ensure timely dissemination of information.
26. Coordinate the submission of the Office of Civil Rights (CRDC) data to the Department of Education with the assistance of the Senior Data Analyst.
27. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities:**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer. Minimal districtwide travel and occasional statewide travel; occasional prolonged and irregular hours.

**Terms of Employment**

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

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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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.