

Job Title SIS PEIMS Specialist
Reports to PEIMS Manager
Dept/School Information Technology

Job Title Code 182226
Wage/Hour Status Exempt
Pay Grade 504
Date Revised March 5, 2025

Primary Purpose

Accurately collect, audit, and report the District's Public Education Information Management System (PEIMS) data and Texas Student Data System (TSDS), ensuring compliance with Texas Education Agency (TEA) timelines and guidelines. Maintain constant communication, collaboration, and coordination with District and Campus administrators, program managers, staff, campus personnel, and state and federal agencies, such as the TEA and the Office of Civil Rights (OCR). Support and sustain the Student Information System (SIS), including staff training and maintaining data integrity. Provide accurate and efficient data for district and state reporting, funding, and accountability.

Education/Certification

- Bachelor's degree in accounting, finance, business, or Information Systems and five years direct experience with TEA, PEIMS, student accounting, reporting and student information systems (preferred) OR High School Diploma/GED and 8 years direct experience with TEA, PEIMS, student accounting, reporting and student information systems.

Special Knowledge/Skills

- Extensive understanding of TEA PEIMS guidelines, TSDS, and core collection and submission processes.
- Proficient in the Student Attendance Accounting Handbook (SAAH).
- Demonstrated ability to organize, plan, coordinate, and implement comprehensive data collection, training, and staff development initiatives.
- Solid knowledge of Finance, HR, Student Information Systems (IS), data integrity, user support, and information management, including PEIMS submission requirements and processes.
- Ability to clearly define, communicate, and validate business processes; interpret policies, procedures, and federal and state reporting requirements.
- Strong time management skills with the ability to prioritize tasks to ensure accurate and timely data submissions.
- Evident commitment to customer service, rigor, discipline, teamwork, collaboration, and personal and professional responsibility in staff development and training.
- Proven proficiency in researching, analyzing, and interpreting data, writing reports, and maintaining and presenting data in various formats.
- In-depth understanding of computer and networking standards, practices, data security, and applications.
- Proven ability to take initiative, demonstrate flexibility, and manage workload to achieve results with minimal supervision.
- Detailed knowledge of computer systems, spreadsheets, databases, business management software, and report generation.
- Excellent written and verbal communication and presentation skills, with the ability to effectively communicate with a wide-ranging audience using various office management systems and software.
- Team player with strong interpersonal skills, able to collaborate with a diverse group of individuals at all levels within the district and across functional teams, exercising independent judgment and discretion.
- Able to perform well under stress, manage multiple priorities, and self-manage commitments and deadlines effectively.

Experience

- Experience working with financial/human resources (HR) in a Texas K-12 school district (preferred)
- Campus or District lever experience in customer service, with emphasis on providing PEIMS and system support to a diverse end-user community
- TASBO Certification (preferred)

Major Responsibilities and Duties

1. Collect, prepare, integrate, and format all data required for PEIMS submission according to Texas Education Data Standards (TEDS)
2. Provide district support to campuses and departments in the coordination and submission of PEIMS and TEA Core Collections and data elements.
3. Track correspondence and communication with campuses and data owners through the help desk ticketing system.
4. Develop manuals and procedures to collect student data as required by the rules and regulations stated in the SAAH and the Texas Education Data Standards (TEDS)
5. Monitor campus and department PEIMS data to ensure data validation is error free using OnPoint and systems dashboards.
6. Review Teacher Roster Information and Attendance Accounting Records for accuracy.
7. Document communication to support campuses in clearing errors through help desk system.
8. Review campus attendance on a six-week basis.
9. Submit internal/external data requests or reports as requested.
10. Assist in the execution of assigned IS processes and provide applicable training and support.
11. Process and transmit requests for student information using TReX systems according to the regulations set forth by TEA.
12. Assist in overseeing the maintenance of physical and computerized student records according to established procedures and to include TReX.
13. Conduct district internal audits to ensure campus records maintained are in-compliance according to the Texas Education Agency through PEIMS
14. Run edits, report and analyze data for accuracy prior to distribution to the campuses.
15. 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.
16. Assist with the issuing and verification of Unique IDs for students and staff.
17. Work cooperatively with data program owners, campus, business and human resources services and other district staff to collect, organize, reconcile, and format data required to submit district PEIMS data in a timely manner.
18. Maintain third party software OnPoint, to include file uploads and user security access. Uploads PEIMS files regularly into OnPoint to identify preliminary data validation errors and work with departments and campuses to clear such errors.
19. Disseminate and communicate PEIMS related information received from TEA and the Regional Education Service Center to district PEIMS teams. Support the coordination of the submission of the Office of Civil Rights (CRDC) data to the Department of Education.

Training and Technical Support

20. Develop training options and/or improvement plans to ensure exemplary student accounting operations.
21. Create training materials, knowledge database, video training aids, and presents via in person, online and/or video recordings.
22. Organize and provide training and support to data owners related to 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.
23. Plan and conduct training on TEA required Reconciliation of Teacher's Roster Information and Attendance Accounting Records.

JOB DESCRIPTION

24. Post training attendees for SIS and PEIMS/TSDS training in the Professional Development System.
25. Conduct group or individual training for campus personnel in the proper use of the IS and Campus PEIMS duties and responsibilities.
26. Attend all regional/state PEIMS workshops and disseminate information to appropriate staff.
27. Provide guidance, training and support to campuses and district departments responsible for processing PEIMS data.
28. Assist with maintaining and training of the IS modules and any other related applications.

Other Responsibilities

29. Sustain and adhere to IT Professional's Code of Ethics, Standards of Conduct and professional approach to job duties and district stakeholders.
30. Assist in serving as a liaison with Region 19 and data owners and ensure timely dissemination of information by attending all training required by supervisor.
31. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
32. Maintain a professional level of confidentiality concerning personnel, students and all information maintained in district's systems.
33. Provides optimal customer service to all students, employees, parents, community, members, and any other stakeholders of the district.
34. Demonstrates a high level of independent, ethical, and professional conduct.
35. Supports the goals and objectives of the school district and follows all district policies.
36. Assists in community awareness of information management & technology goals and programs adopted by the district.
37. Assists with the implementation of policies established by federal and state law, State Board of Education, and local board policy in the student accounting operation.
38. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
39. Upholds and adheres to safety rules and polices of the EPISD ISD safety program.
40. Performs other duties as assigned.

Supervisory Responsibilities

None

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. Occasional prolonged and irregular hours.

Terms of Employment

226 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: _____

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 Job Title: _____
 Date: _____



JOB DESCRIPTION

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