

Job Title: Director Student Information Services/PEIMS	Wage/Hour Status: Exempt
Reports To: Assistant Superintendent	Pay Grade: 509
Dept/School: Information Technology	Date Revised: March 6, 2024

Primary Purpose

Direct the collection, reporting and submission of district Public Education Information Management System (PEIMS) data within the timelines designated by the Texas Education Agency for state reporting, funding, evaluation, and auditing purposes. Manage, analyze, and support the District's Student Information Services (SIS) Systems to include modules for student data, registration, transcripts, scheduling, grade reporting, student attendance, immunization & health, discipline, special academic programs, parent portal, among others for the district. Responsible for the administration of all aspects of student data accounting in compliance with state and federal mandates to include standardized test results as part of the student data accounting arena. Develop and establish SIS/PEIMS standardized processes, workflows and procedures, training materials, trains, and monitor district personnel in areas related to SIS/PEIMS compliance.

Qualifications

Education/Certification

Bachelor's degree in information systems, technology, business, or related field from an accredited university
Valid TASBO Certification Texas Association of School Business Official (TASBO), preferred

Experience

District level experience and in-depth knowledge of Texas Education Agency's (TEA) reporting requirements and regulations required

Five (5) years' experience in management and supervision of personnel

Ten (10) years' experience with Texas school district PEIMS and Student Information Systems, preferred

Special Knowledge/Skills:

- Advanced knowledge of TEA's Texas Student Data Systems (TSDS), PEIMS reporting and Student Attendance Accounting Handbook (SAAH)
- Leadership qualities to guide an organization to achieve and maintain high performing and services standards
- Keen ability to interpret policies, procedures, data and maintain accurate &auditable records
- Demonstrated initiative, flexibility, and ability to manage workload and achieve results
- Experience in K-12 Student Information System or other student application software packages
- 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
- Demonstrated depth in the rollout, maintenance, and support of large-scale end-user information systems
- 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
- Demonstrated skills in management, staff development, planning, diplomacy, and consensus building
- Expert technical, organizational and project management skills: ability to manage, advise, train, and implement state-of-art open architecture systems
- Ability to clearly define, communicate and validate complex business and technical requirements to all levels of management
- Excellent written and verbal communication and presentation skills with the ability to make technical issues understandable to a wide-ranging audience
- Experienced ability in negotiating enterprise-wide, system software and vendor agreements
- Demonstrated proficiency in technology standards, practices, and applications

Major Responsibilities and Duties

1. Direct the district's SIS and PEIMS operations in compliance with State and Federal attendance, enrollment, discipline, special programs, etc., accounting regulations and procedures to include the Texas SAAH and PEIMS Data Standards.
2. Establish team performance standards, expectations and ongoing feedback regarding progress and constructively address performance problems in accordance with personnel policies and procedures.
3. Collaborate and coordinate the collection, integration, and formatting of all data required for PEIMS submissions according to Texas Education Data Standards (TEDS).
4. Provide district support in the coordination and submission of TEA Core Collections.
5. Develop manuals and procedures to collect student data as required by the rules and regulations stated in the SAAH and the TEDS.
6. Conduct training for central administration and campus level personnel with respect to data collection, software changes and the PEIMS requirement changes.
7. 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.
8. Conduct random audits to include, but not limited to student attendance, special population data, leavers, discipline and provides feedback to district/campus administrator or compliance with standards.
9. Serve as Data Steward for the Texas Student Data System.
10. Responsible for overseeing, maintaining, and assisting with TEA applications: PET, Unique ID, TEAL, TSDS, TRex and AskTED.
11. Train and provide support on SIS modules.
12. Develop, implement, and maintain the district-wide student management systems used to input data gathered by campus and central office, while managing role-based security user access & groups to student information.
13. Responsible for Data quality in compliance with Performance Based Monitoring System.
14. Research, analyze and establish computerized student record management and archiving systems in accordance with the Texas State Library and Archives Commission.
15. Direct the compilation, maintenance, and archiving of all students physical and computerize records, reports and other documents as required by retention mandates.
16. Work cooperatively with campus and district departments to collect, organize, and format data required to submit district PEIMS data in a timely manner.
17. Run edits, reports, and verification checks on data to ensure accuracy of information.
18. Analyze data for accuracy prior to distribution to the campuses.
19. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
20. 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.
21. Verify data submitted to TEA and submit corrections in a timely manner.
22. Advanced understanding of Student Information management systems as they relate to Student Accounting & PEIMS.
23. 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.
24. Provide training and support to campuses and district departments responsible for processing PEIMS data.
25. Provide technical support to schools and the district for system rollovers and scheduling.
26. Work closely with district departments in the design and development of forms, interfaces, and conversions.
27. Maintain district wide coding and data systems including those for grade book, enrollment, discipline, attendance, calendars, health, and common courses in the student records system for the purpose of providing accurate information for a variety of purposes.
28. Manage and perform student systems annual rollover each school year by creating, configuring, and setting the new school(s).

Policy, Reports and Law

29. 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 remains abreast of cyber security laws and programs associated with Texas school district.
30. Develop policy, procedures and technology standards for Student Information Systems operation and serve on district governing committees.
31. Ensure compliance with federal, state, and local reporting requirements.
32. Establish, develop, and maintain standards for district student information services, systems security, and administers IT catalogues policies, processes and supporting procedures.
33. Participate in development, implementation, and maintenance of policies, objectives, and short- and long-term planning; develops tracking and evaluation programs and metrics to assist in accomplishment of established goals.

34. Develop, implement, and enforce student information systems security policies, business resumption plan and protection of the district's technology assets.
35. Prepare reports and makes presentations to the department, executive leadership, and the board.
36. Complete and provide periodic reports on student information systems statistics, performance benchmarks, and technology inventory.
37. Document and upkeep student information systems plans, workflows and processes.
38. Compile, maintain, and file all reports, records, and relevant documents per retention policies.
39. Provide and maintain incident reports for student information systems anomalies.
40. Serve as an expert in responding to all SIS-related inquiries from school-based staff members.
41. Receive PEIMS-related information from ESC and TEA and disseminate to other staff in a timely manner, including updates to PEIMS Data Standards
42. Implement new PEIMS policies as prescribed by TEA for submissions.
43. 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

44. Maintain Student Information Services/PEIMS department budget and expenditures; prepare justifications to support staffing, equipment, and supply requests. Perform periodic cost and productivity analyses.
45. Manage and maintain district procedures and systems that join financial, contractual and inventory functions to support the district's IST enterprise systems life cycle management, strategic decision processes, and the delivery of IST enterprise systems and services provided to district customers based on best practices.
46. Prepare request for proposals/information (RFP/RFI) documents, including notice, instructions, specifications to bidders.
47. Maintain district-side systems & application inventory and monitors usage and applicability to district initiatives, standards, and utilization.
48. Evaluate bid submissions and provide award recommendations to the board for consideration and approval.
49. Review and approve requests for payment from contractors, vendors, and service providers.
50. Approve and process invoices and purchase orders for technology projects for payment.
51. Develop systematic process for operating, maintaining, upgrading, and disposing of technology equipment assets and purchasing replacement recommendations.
52. Monitor and recommend renewal of all district systems and software maintenance contracts.
53. Administer technology project budgets and ensure that programs are cost-effectively managed.
54. Review all proposed district system and application purchases to ensure purchases are operable and in compliance with district technology environment.
55. Manage and recommend cost-effective technology service contracts, renewals, and maintenance contracts.
56. Maintain division's hardware, software, systems, license inventory and documentation.
57. Collaborate in the development, planning, and research of technology grants and external funding sources such E-rate.
58. Conduct vendor evaluations and negotiations, and monitor vendor related projects.

Personnel Management

59. Supervise assigned systems professionals and contractors who maintain and support Student Information systems, applications, and technology.
60. Cultivate a teamwork atmosphere and build high performance teams.
61. Organize schedule, 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 district'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, polices and frameworks as recommended by industry standards (i.e., National Institute of Standards & Technology)
69. Mitigate student information systems security incidents and maintain compliance and incident registers.

70. Collaborate in the development of district's technology business continuity planning, processes, assessments, and disaster recovery plan.
71. Conduct testing, certification and compliance business continuity and disaster recovery procedures, plans, and technology security mandates.
72. Provide technology security training for new employee orientation and annual staff development.
73. Direct student systems security program for protection and accountability of district's technology assets.
74. Maintain a professional level of confidentiality concerning personnel and student's information.
75. Mentor and facilitate training and orientation to students enrolled in the Districts' Academy & Pathways in Technology Early College School (P-TECH).
76. Serve in the Technology Disaster Recovery Team and respond to afterhours emergencies as required.
77. 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.
78. Evaluate proposed configurations to ensure system integrity, security and effective information system interface and access.
79. Establish, prepare, plan, perform, audits information, security requirements for district's decentralized and cloud-based vendor information systems and processes.
80. Develop, maintain, monitor, and update the district's technology, business continuity, strategic plans, cybersecurity policies & framework, IT Service Catalog, and initiatives.
81. Assist in community awareness of technological goals, cyber security and programs adopted by the district.

Other

82. Serve as a district's technology governance committee team member and develops input for the district technology policies, objectives, and short- and long-term strategic planning.
83. Maintain a broad and current knowledge of emerging technology, equipment, and systems.
84. Collaborate with district staff, committees, campuses, departments, and other agencies to assess technology needs.
85. Work with internal, local, and statewide consortiums to develop plans and procedures for the coordinated delivery of technology; explores and identifies opportunities for sharing systems and technologies, equipment, and expenses.
86. Provide a friendly, safe, timely, quality driven environment responsive to the district and community needs.
87. Foster and adhere to an environment based on the district core values. Promotes a team working environment.
88. Attend professional and leadership growth opportunities and maintain a broad and current knowledge of emerging technology, innovation, equipment, and systems.
89. Support the goals and objectives of the district and complies with district policy.
90. Uphold and adhere to safety rules and polices of the EPISD ISD safety program.
91. Perform other duties as assigned by supervisor.

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:

Maintain emotional control under stress. Work with frequent interruptions. Exhibit 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: _____

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.