

**Job Title:** District PEIMS Coordinator / Student Accounting Administrator

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Assistant Superintendent of Business

**Date Revised:** March 6, 2019

**Dept./School:** Administration

## Primary Purpose:

Coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data and coordinate the student management and other student data accounting systems.

## Qualifications:

### Education/Certification:

High school diploma or GED

### Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills.

Ability to maintain accurate and auditable records.

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing.

Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills.

Knowledge of PEIMS, TSDS, Skyward, and other student accounting software

### Experience:

Experience using coding systems and software administrative functions

Experience in providing training preferred

3 years of experience in school district administrative support position requiring collecting and entering data preferred

## Major Responsibilities and Duties:

### Records and Reports

1. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency *PEIMS Data Standards*.
2. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines.
3. Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.

4. Submit complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer.
5. Verify PEIMS data submitted to TEA and submit corrections in a timely manner.
6. Work cooperatively with campus, business office, personnel office, and technology staff to collect, organize, and format data required for Skyward student management, SHARS, and other student accounting systems within prescribed deadlines.
7. Monitors the administrative software and acts as a liaison between campus and district administrators, core technology staff, and vendor representative for the purposes of ensuring the accuracy and continuity of student accounting software programs.

**Training and Technical Support**

8. Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data, Skyward student management system, and other student accounting systems.
9. Receive PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to *PEIMS Data Standards*.
10. Receive Skyward student management information, attend workshops, and disseminate information to campus and district staff in timely manner.
11. Keeps informed of any changes and options within the student accounting software programs by participating in vendor or user group training opportunities.
12. Work closely with technology department on support, training materials, and website portals to support software programs.

**Other**

13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
14. Compile, maintain, and file all reports, records, and other documents as required.
15. Demonstrate behaviors that are professional, ethical and responsible and serve as a role model for all district staff
16. Articulate the district's mission to the community in the area of pupil services and solicit its support in realizing the mission
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures

- 19. Maintain confidentiality in the conduct of district business
- 20. Demonstrate regular and prompt attendance
- 21. Performs other tasks and assumes such responsibilities as related to the position and as assigned by supervisor.

**Supervisory Responsibilities:**

- 22. None.

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

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date