

# GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

## JOB DESCRIPTION

**Job Title:** Database/PEIMS Administrator

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Superintendent for Business & Finance

**Admin/Prof Pay Grade:** 104 (226 days)

**Dept./School:** Business Office

**Date Revised:** 08/25/2021

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### **Primary Purpose:**

Direct, coordinate, and supervise the collection and reporting of student, staff, and financial data as required by the PEIMS – Public Education Information Management System.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's Degree preferably in business management, mathematics, computer science, actuarial science or related field.

PEIMS Coordinator experience preferred

Other qualifications as deemed necessary or acceptable by the Board

Bilingual, preferred

#### **Experience:**

A minimum of two years' experience in student data processing or PEIMS.

Skyward Student Management and Finance software experience preferred.

### **Major Responsibilities and Duties:**

#### **PEIMS Coordinator**

1. Checks for compliance and accuracy of data for district reporting in:
  - a. PEIMS- Public Education Information Management System. Must have working knowledge of the TEA PEIMS Data Standards
  - b. Student attendance Data. Must have working knowledge of the TEA Student Attendance Accounting Handbook.
  - c. District Audits of PEIMS data
2. Systematically reviews and monitors attendance records, which would positively impact funding and improve student performance, and provides daily reports to campus and district administrators.
3. Works closely with Directors/Coordinators for special programs to ensure that they consistently review data, are involved in the PEIMS data gathering process, and use data to improve instruction.
4. Meets with campus clerks and/or counselors responsible for PEIMS data on regular basis to ensure that they are tracking and inputting data correctly and in a timely manner.
5. Trains and updates staff on new procedures and/or changes.
6. Conducts campus visits and meets with campus clerks and/or counselors to train and answer questions using live data.
7. Audits all data before submission to ensure not only that data is accurate but also monitors it on an on-going basis to ensure district is in compliance with state and federal reporting.
8. Be a liaison between campuses, district, Region II data center, and the TEA to ensure standard district and state procedures, reporting and updates or changes to PEIMS are being implemented.
9. Provides guidance and assistance to program directors, coordinators in the assembly, entry, and maintenance of all student, staff, and financial data.
10. Conducts random reviews and periodic internal audits of PEIMS data at different sites to ensure that the appropriate documentation is kept on file.
11. Schedules and develops timelines for securing, entering, and maintaining data for all elements at all levels.
12. Standardizes data gathering and record keeping procedures across the district for all programs.
13. Develops professional skills appropriate to job assignment.

14. Performs all duties in a safe manner to avoid injury to oneself and/or others.
15. Performs other related duties as assigned.

### **Data Administration**

16. Develops and maintains custom solutions for information systems, including backup and training databases, such as screen customizations, custom forms and fields, custom reports, scripting and other solutions as necessary.
17. Assists in setup and customization of new features for information systems.
18. Creates, monitors, and maintains automation scripts for reporting, third-party exports, application protocol interfaces, and other solutions.
19. Manages accounts and security settings for information system users.
20. Functions as Alternate Approver for all TEAL and TEA-SE applications, as approved by G-PISD Board of Trustees. Report to Superintendent on application statuses, and carry out actions as approved by Superintendent.
21. Imports and maintains all testing data utilized in our information systems for reporting, analysis, and update import schemas as necessary.
22. Assist with student online registration process. Updates and adds new data elements as requested by campus/district administration and data owners. Maintains forms utilized within the process, and trains campus staff as necessary to run reports related to the process.
23. Works with campus and administration staff to distribute data imports for third-party products that campus users must apply manually.
24. Serves as conduit between campus staff and Texas Student Data Systems (TSDS) staff when support issues arise.
25. Compiles data for state and federal reports.

### **Other**

26. Follow district safety protocols and emergency procedures.
27. Has regular in person attendance and complies with notification procedures for absences.
28. Perform other duties as assigned.

### **Supervisory Responsibilities:**

Supervise all campus PEIMS clerks during the four submissions and resubmission periods.

Supervise PEIMS clerks on a daily basis to ensure that our data is current and accurate.

Oversee and guide campus Texas Records Exchange (TREx) clerks to verify timely and accurate transmission of records

**Mental Demands/Physical Demands/Environmental Factors:** Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Annual district-wide and statewide travel; occasional prolonged and irregular hours.

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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 \_\_\_\_\_