

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: District PEIMS Coordinator

Wage/hour status: Nonexempt

Reports to: Administrator Designated

Clerical/Technical Pay Grade: 7 (226 Days)

Dept./School: Central Administration Office

Date Revised: 08/28/2020

Primary Purpose:

Coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Proficient keyboarding and file maintenance skills

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

Experience:

Four years experience in school district administrative support position requiring collecting and entering data; experience using coding systems

Major Responsibilities and Duties:

Records and Reports

1. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to *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 in a timely manner.
3. Run edits, reports, and verification checks on data to ensure accuracy of information.
4. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
5. 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.
6. Verify data submitted to TEA and submit corrections in a timely manner.

Training and Technical Support

7. Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.
8. Receive PEIMS-related information from ESC and TEA and disseminate to other staff in a timely manner, including updates to PEIMS Data Standards.
9. Attend all regional PEIMS workshops and disseminate information to appropriate staff.
10. Serve as district contact for Skyward software.
11. Organize Skyward training as needed.

Other

12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Follow district safety protocols and emergency procedures.
15. Has regular in person attendance and complies with notification procedures for absences.
16. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, fax machine, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to perform mathematical calculations. Repetitive hand motions; prolonged use of computer.

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.