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<b>Job Title:</b>	PEIMS Coordinator	<b>Exemption Status:</b>	Exempt
<b>Reports to:</b>	Director of School Services	<b>Pay Grade:</b>	Clerical - 6
<b>Dept/School:</b>	Central Administration	<b>Revised:</b>	August 2019

**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 preferred.

**Major Responsibilities and Duties:**

**PEIMS**

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.
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 regional PEIMS workshops and disseminate information to appropriate staff.

### **Skyward**

10. Complete the set up process for the beginning of each school year.
11. Complete the year end process at the end of each school/fiscal year.
12. Complete each six-week report for ADA/FTE and audit purposes.
13. Set up and maintain security for student databases.
14. Maintain transfer student data in PEIMS software.
15. Import test scores for transcript purposes.
16. Maintain necessary programs within Skyward in collaboration with directors, principals, secretaries.
17. Address questions and problems with Skyward, as needed.
18. Setup all grade reports, progress reports and report card templates each six weeks.
19. Obtain and record all grades from Texarkana College teachers for students in Dual or Concurrent enrollment classes.

### **Other**

20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Assist with the update, deletion, and modification of food service data in the Food Service Module, as needed.
23. Assist parents with Family Access, as needed.
24. Monitor submission of student and staff data using various programs.
25. Maintain confidentiality of information.
26. 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.

**Working Conditions:**

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

Maintain emotional control under stress. Occasional prolonged and irregular hours.

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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.

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Employee Signature

Date

