



Job Description - PEIMS Coordinator

Department: Administration

Job Status: Full

FLSA: Exempt

Time

Reports To: Superintendent

Pay Grade: 2

Work Days: 225

POSITION SUMMARY

The PEIMS Coordinator is responsible for managing the collection and reporting of District's Public Education Information Management System (PEIMS) data.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Prepare, manipulate, and manage extensive data to maintain accurate and suitable records.
- Manages the collection, incorporation and formation of all data required for PEIMS submissions according to PEIMS Data Standards.
- Collaborate with campus, business office and Human Resources staff to collect organize and format data required submitting district PEIMS data in a timely manner.
- Provide accuracy of information through editing reports and verification of data.
- Ensure appropriate staff receives edits and reports for analysis, verifications and corrections.
- Prepare and submit by computer complete PEIMS data in TEA's prescribed format to Education Service Center (ESC) for processing.
- Validate data submitted to TEA and submit corrections in a timely manner.
- Ensure staff training and support for processing PEIMS data.
- Receive and distribute PEIMS-related information for ESC and TEA, including updates to PEIMS Data Standards, in a timely manner.
- Attend all regional PEIMS workshops and distribute information to appropriate staff.
- Abide by all policies established by federal, state law and Commissioner's Rules that apply to charter school, and local charter policy.

- Gather, manage and maintain records and other documents required for audits.

Other Functions:

- Predictable and regular attendance
- Work cooperatively with others
- Deal politely with members of the public
- Juggle several tasks at once
- Arrive to work on time
- Work on site
- Work in a stressful atmosphere
- Other tasks as deem appropriate by District

POSITION QUALIFICATIONS

Competency Statement(s)

- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.

SKILLS & ABILITIES

Education: Bachelor's Degree

Experience: Two years of experience with database storing and retrieving. Preferred previous experience.

Computer Skills: Ability to use the internet, Microsoft Word, Excel, and databases

Other Requirements

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and carry moderate weight (15-44 pounds), sit, stand , walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.