

Dumas ISD PEIMS Coordinator Job Description

Job Title: PEIMS Coordinator

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: 12

Dept./School: Central Administrative Office

Date Revised: 6/3/10

Primary Purpose:

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

Qualifications:

Education/Certification:

Bachelors Degree

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:

Five years teaching experience. Knowledge in collecting and entering data; prior experience using the PEIMS coding system preferred.

Major Responsibilities and Duties

Records and Report

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.



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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.

Other

10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Records Management

12. Plan and direct all records programs or systems.
13. Ensure that records management procedures of the district meet all legal requirements.
14. Make recommendations for new records programs or systems.
15. Establish records retention and destruction schedule.
16. Inform personnel of the district about the records program.
17. Recommend equipment and supplies for the records program.
18. Establish safeguards to protect records from damage or loss.
19. Determine methods of disposition of record.
20. Maintain a central storage area for inactive records.
21. Prepare and maintain inventory of records accumulations.
22. Determine which records should be microfilmed.

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- 23. Work cooperatively with other central office personnel to schedule the use of electronic data processing equipment for records management purpose.
- 24. Design or approve the design of new district forms.
- 25. Develop and disseminate written procedures related to records transfer, release, and other records handling.
- 26. Recommend elimination or revision of existing forms, procedures, programs, or systems.
- 27. Establish with the advice of other administrators and of the school attorney, criteria for designating records as vital and/or confidential.
- 28. Remain up-to-date on changing procedures and technology related to professional record keeping

Homeless

- 29. Serve as the liaison for the homeless students in the district

Enrollment Center

- 30. Coordinate the enrollment process for PreK-12 grades

Other:

EVALUATOR'S COMMENTS

EMPLOYEE COMMENTS



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ACTION TAKEN

_____ Review of Contract

_____ Non-renewal of Contract

_____ Termination of Contract

_____ Recommend ___ Year Contract

ACKNOWLEDGEMENT

I have read and received a copy of this evaluation. The results have been reviewed with me.

Signature of PEIMS Coordinator

Date

Signature of Superintendent

Date

