

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of Pennsylvania Information Management System (PIMS) **DATE:** August 15, 2012
REVISIED: August 13, 2014

REPORTS TO: Director of Technology and Information Services **APPROVED BY:** Board of Directors

JOB SUMMARY: Coordinate Pennsylvania Information Management System (PIMS) collection, maintenance and submission of confidential data files as required by the PA Department of Education.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Serve as district Pennsylvania Information Management System (PIMS) Coordinator by overseeing the collection, maintenance and submission of data.
2. Maintain current knowledge of Pennsylvania Information Management System (PIMS) requirements.
3. Ensure the accurate presentation of Pennsylvania Information Management System (PIMS) data through continuous communication.
4. Establish and oversee a schedule for collection of required data that aligns with the state schedule for submission.
5. Oversee the collection, maintenance and submission of data
6. Prepare and submit all required Pennsylvania Information Management System (PIMS) reports according to the established timeline in conjunction with the Director of Special Education, the Director of Technology and Information Services and the Director of Human Resources.
7. Submit accurate reports in accordance with established requirements and code values.
8. Ensure accuracy of information presented to school districts.
9. Maintain relationships with school districts and serve as districts' point of contact.
10. Hold training sessions on Pennsylvania Information Management System (PIMS) and other information systems.
11. Perform other duties as assigned by the Director of Technology and Information Services.

QUALIFICATIONS:

- High School diploma or equivalent required
- Bachelor's degree in computer science or related field or five (5) years experience in technology required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the

Pennsylvania School Code)

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Must be able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Ability to drive Midwestern Intermediate Unit IV vehicles
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)