



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

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Twin Valley School District
"Every Student, Every Day"

PLEASE POST

4/19/2024

VACANCY NOTICE

Position.....PIMS/Data Manager
Effective..... Immediately
Education..... HS Diploma
Salary.....Administrative Support Personnel Agreement \$48,000
Reports to: Director of Technology

Job Description

Assist the Director of Information Technology with collecting, organizing, and reporting District data for analysis using multiple data sources and data analysis tools. Responsible for process development, documentation, and data reporting for the District’s student information system. Performs accounting and office duties to support the smooth operation and running of the Curriculum, Instruction, & Information Technology Department of the Twin Valley School District.

Requirements for Position:

- Ability to process information logically and skill in the configuration and use of computerized relational database programs.
- Demonstrates attitude and ability to participate in a team environment to achieve District goals.
- Demonstrated use of sound influential management techniques.
- Must possess a valid PA driver’s license.
- Perform all other duties as assigned by the Director of Information Technology and Assistant Director of Information Technology.
- Advanced proficiency with MS Excel and Access databases.
- Familiarity with database, SQL, and data warehousing concepts.
- Degrees or certifications concerning data analysis or management are preferred.
- Able to communicate effectively both orally and in writing.
- Should demonstrate familiarity with state reporting systems and formats.
- Should demonstrate familiarity with concepts relating to connectivity among various relational databases.
- Must demonstrate expert writing and communication skills.

Core Responsibilities and Competencies

Pennsylvania Information Management System (PIMS)/Pa Department of Education (PDE)

- Collaborate with the Assistant Director of Information Technology to coordinate all aspects of PIMS as it relates to but not limited to the following: students, staff, courses, verifying and obtaining PA Secure IDs, extraction of student data for reporting, and all Federal and State data.
- Collaborate with the Assistant Director of Information Technology to coordinate training of appropriate personnel on the District student information system and PIMS.
- Read and interpret PIMS manuals and guidelines concerning data requirements and communicate the same to District staff.
- Act as a leader, teacher, facilitator, and information source in the areas of the District’s information system and PIMS.

- Understand and correctly interpret error reports related to the data movement process between the District and PIMS.
- Meet deadlines for data submission to PDE.
- Download and upload various files to and from PDE systems.
- Communicate with PDE representatives, the District's student information system, and within the District concerning PIMS changes.
- Maintain, edit, organize, and understand files created and saved in conjunction with the reporting process and schedules.
- Interpret PDE guidelines and District policies and regulations as related to federal and state requirements.
- Join the Assistant Director of Information Technology in attending PDE child accounting meetings and present updates to District staff.
- Join the Assistant Director of Information Technology to meet with auditors and respond to questions as needed with regard to PDE reports.

Student Information System (SIS)

- Assist in the management of the District's SIS as it relates to Federal and State requirements.
- Perform other duties as assigned that deal with the areas of the District's SIS and PIMS.
- Coordinate attendance reporting with building attendance personnel and secretaries as needed.
- Maintain enrollment, attendance, special education, homeschoolers, and discipline information for all students.
- Monitor the SIS system for valid data prior to state reports.
- Verify and maintain accurate data as required for state reports regarding student information.
- Assist with preparation and delivery of in-service training for District personnel in the use of the student management database information systems and services as it pertains to registration and attendance.
- Assist in the year end process of rollover in the SIS.
- Maintain documentation of procedures, reports, and forms as related to student accounting.
- Maintain data import/export to external applications, including but not limited to Clever, Meet the Teacher, EdInsight, Schoology, etc. .

Other

- Coordinate with the business department for Charter school invoices.
- Help with onboarding new staff members.
- Provide IT clerical support and helpdesk tickets.
- Perform other duties as assigned by the Director of Information Technology.

Send letter of interest to: Rita L. Haddock, Personnel Office

E-Mail: rihaddock@tvsd.org

Deadline for Applying May 3, 2024