



**Job Title:** District PEIMS Data Coordinator

**Exemption Status:** Nonexempt

**Reports to:** Deputy Superintendent

**Code:**

**Dept./School:** Administration Office

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### **Primary Purpose:**

Under moderate supervision, 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, perform data analysis, and do word processing.

Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills.

Ability to perform basic math

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

Ability to understand detailed written or oral instructions

#### **Experience:**

Two years data entry experience

### **Major Responsibilities and Duties:**

#### **Records and Reports**

1. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency *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 according to prescribed state deadlines.
3. Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
4. 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.
5. Verify data submitted to TEA and submit corrections in a timely manner.

6. Coordinate the collection, response, and documentation of Open Record Requests. Ensure district is in compliance with federal and state regulations and board policy.
7. Coordinate, distribute, and process the child nutrition program eligibility including audits and verification.

#### **Training and Technical Support**

8. Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.
9. Receive PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to *PEIMS Data Standards*.

#### **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 reports, records, and other documents as required.
12. Follow district safety protocols and emergency procedures.

#### **Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.