



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: PEIMS Coordinator

Days: 226

Reports to: Director of Business

FLSA Status: Non-Exempt

Dept./School: Business Office

Revised: September 2024

Primary Purpose:

Coordinate and manage the collection, integration, and reporting of district Public Education Information Management System (PEIMS) data in compliance with state standards and deadlines.

Qualifications:

Education/Certification:

- High school diploma or GED (required).

Special Knowledge/Skills:

- Strong organizational skills with attention to accuracy and detail.
- Expertise in keyboarding and file management.
- Proficiency in using computers and software for spreadsheets, databases, and word processing.
- Ability to maintain accurate and auditable records.
- Excellent problem-solving skills and the ability to identify and resolve data issues.
- Effective written and verbal communication skills.
- Ability to meet strict deadlines while managing multiple tasks.

Experience:

- Minimum of four (4) years of experience in student enrollment, school district administrative data processing, or similar role.
- Experience with coding systems and data validation procedures preferred.

Major Responsibilities and Duties:

Records and Data Management:

1. Coordinate the collection, formatting, and integration of all data required for PEIMS submissions according to PEIMS Data Standards.
2. Collaborate with campus staff, business office, and personnel departments to gather and organize PEIMS data.
3. Run edits, reports, and verification checks to ensure data accuracy and completeness.
4. Distribute reports to appropriate staff for verification, analysis, and corrections as needed.

5. Submit accurate and complete PEIMS data to the Texas Education Agency (TEA) in the required format within prescribed deadlines.
6. Verify data submitted to TEA and make timely corrections as necessary.
7. Maintain both digital and physical PEIMS records in accordance with district and state guidelines.

Training and Support:

8. Attend relevant training sessions, conferences, and meetings related to PEIMS functions.
9. Provide training and ongoing support to staff responsible for PEIMS data processing.
10. Stay informed on PEIMS-related updates from the Education Service Center (ESC) and TEA, and promptly communicate changes to staff.
11. Assist in the development, updating, and maintenance of district policies and handbooks related to PEIMS processes.

Additional Duties:

12. Ensure the confidentiality of all data and records.
13. Adhere to federal, state, and district policies and regulations concerning job functions.
14. Document procedures related to PEIMS processes for reference and training purposes.
15. Report issues and concerns to the Director of Business.
16. Provide suggestions for improving department procedures and data handling processes.

Supervisory Responsibilities:

- None.

Equipment Used:

- Personal computer, printer, copier, scanner, calculator, and other office equipment.

Working Conditions:

Mental and Physical Demands:

- Work with frequent interruptions.
- Repetitive hand motions and frequent prolonged use of computer and office equipment.
- High attention to detail and accuracy required to meet deadlines.
- Occasional extended hours.

The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.

Signature: _____

Date: _____