WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT

Job Title:	PEIMS Assistant	**Days:** 226	
Reports to:	Director of Business	**FLSA Status:** Non-Exempt	
Dept./School:	Business Office	**Revised:** October 2024	

Primary Purpose:

The PEIMS Assistant will support the PEIMS Coordinator in the accurate and timely data entry for the district's Public Education Information Management System (PEIMS) submissions. Additionally, this role will assist the Business Office with various administrative duties as needed.

Qualifications:

Education/Certification:

- High school diploma or GED (required).

Special Knowledge/Skills:

- Strong ability to maintain accurate, auditable records.
- Proficiency in the use of personal computers, including software for spreadsheets, databases, and word processing.
- Strong keyboarding skills and experience in file management (both physical and digital).
- Ability to meet deadlines in a high-paced environment.
- Strong problem-solving skills with the ability to identify issues and recommend solutions.
- Excellent communication skills, both written and verbal.
- Detail-oriented with a focus on accuracy and consistency.

Experience:

- Minimum of two (2) years of clerical and/or data entry experience, preferably in a school or office setting.

Major Responsibilities and Duties:

Records and Reports:

1. Assist in collecting, integrating, and formatting all necessary data for PEIMS submission in compliance with PEIMS Data Standards.

2. Identify errors or deficiencies in source documents and collaborate with the PEIMS Coordinator to address corrections.

3. Serve as a backup to campus PEIMS personnel when required.

4. Ensure accurate maintenance of both physical and digital PEIMS records.

Training and Technical Support:

5. Attend relevant training sessions, conferences, and meetings to stay updated on PEIMS functions and standards.

6. Assist the PEIMS Coordinator in training and supporting staff responsible for processing PEIMS data.

7. Keep up to date with PEIMS-related updates provided by the Education Service Center (ESC) and/or Texas Education Agency (TEA), and promptly relay relevant information to staff.

8. Assist in updating and maintaining district policies, procedures, and handbooks related to PEIMS data.

Other Duties:

9. Maintain strict confidentiality regarding all student, personnel, and district information.

10. Stay informed and comply with all applicable federal, state, and district laws, policies, and regulations.

11. Document work processes and procedures for the position.

12. Report any issues or concerns to the Director of Business in a timely manner.

13. Provide feedback and suggestions for improving business department procedures.

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:** _____