San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	PEIMS Director	**Exemption Status:**	Exempt
Reports to:	Asst. Superintendent of Finance & Operations	**Pay Grade:**	06
Works with:	District Personnel	**Days:**	226
Dept. /School:	San Benito CISD	**Date Revised**	10/24/2019

Primary Purpose:

The role of the PEIMS Director is to assist in implementing procedures in the compilation of a comprehensive database to comply with Public Education Management System (PEIMS) standards and requirements by assisting in the coordination of data collection and in maintaining efficient procedures in manner consistent with Board Policy and with statutes and standards of the Texas Education Agency. The PEIMS Director will analyze the integrity of the data, extracting data in a variety of ways for reports or validation, overseeing PEIMS management functions as necessary, providing in-service to district PEIMS staff, handling of special projects as assigned to provide solutions of data issues to campuses, and supervises the collection and entry of PEIMS data in the campuses and district levels. The PEIMS Director will oversee the implementation of the Student Information System (SIS) and train and provide ongoing support to necessary personnel on the SIS.

Prerequisites:

- Bachelor's degree in Computer Science or related field;
- Master's degree in Education Administration or related field;
- Experience in computer and terminal operations and Student Information Systems; and
- Understanding of PEIMS and State reporting process, responsibilities, and specifications.

Major Responsibilities and Duties:

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. Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.

7. 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.

8. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

9. Compile, maintain, and file all reports, records, and other documents as required.

10. Provide training and support on all aspects of the District's Student Information System.

11. Provide training and support for implementation of processes that impact PEIMS (e.g. electronic gradebook, report cards, online registration process)

12. Other duties as assigned.

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.

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.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____