



Longview Independent School District

JOB DESCRIPTION PEIMS COORDINATOR

JOB TITLE:	PEIMS Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Information Services	TERMS:	(172) 226 days
DEPARTMENT:	Information Services	PAY GRADE:	Paraprofessional 7

PRIMARY PURPOSE:

To assist in the smooth and efficient operation of the district through the collection and dissemination of necessary data

QUALIFICATIONS:

Education:

High School diploma or GED

Special Knowledge/Skills:

- Experience with computer mainframes and computer software
- Be able to use personal computer and software
- Knowledge of TEA's, TEASE, TEAL, TSDS, UID, TREX software
- Knowledge of Student Attendance Handbook
- Knowledge of Public Education Information Management System
- Such alternatives to the above qualifications as the Board may find appropriate
- Ability to work independently, self-motivated, and make decisions as needed
- Communicate effectively with staff and supervisory personnel

MAJOR RESPONSIBILITIES AND DUTIES:

1. Collaborate with school personnel to ensure that pupil services support the curriculum and instructional goals of the district
2. Coordinate the district's attendance eligibility and accounting procedures
3. Oversee attendance clerks data input responsibilities and assist in determining residency status of new students
4. Coordinates the collection of data required for PEIMS submission according to PEIMS Data Standards



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Works cooperatively with campus, business office and human resource office staff to collect, organize, and format data required in submitting district PEIMS data in a timely manner
6. Share responsibility with the district's programmer for all software applications; has primary responsibility for software applications regarding grade reporting, scheduling, and attendance
7. Work in collaboration with human resources office in preparing official documents
8. Ensure that programs are cost effective and funds are managed prudently
9. Contribute to the recommendation of sound policies directed toward program improvement
10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of pupil services
11. Compile, maintain and file all reports, records, and other documents required
12. Demonstrate behaviors that are professional, ethical and responsible and serve as a role model for all district staff
13. Articulate the district's mission to the community in the area of pupil services and solicit its support in realizing the mission
14. Check edits and verification reports on data to ensure accuracy of information
15. Helps submit complete and accurate PEIMS data to Texas Education Agency in prescribed format
16. Verify data submitted to TEA and submit corrections in a timely manner
17. Provide training and support to campus and office staff responsible for processing PEIMS data
18. Receive PEIMS-related information from Region Service Centers and TEA and disseminate in a timely manner to appropriate staff including updates to PEIMS Data Standards
19. Provide support/troubleshooting in all areas of student services software



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).



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EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020