



Job Title:	PEIMS Coordinator	Wage/Hour Status:	Exempt
Reports To:	Assistant Superintendent, Technology and Information Services	Pay Grade:	Administrative Pay Grade 5
Dept. /School:	Technology	Date Revised:	January 18, 2012

Primary Purpose:

Coordinates the district's use of student software for scheduling, grade reporting, testing and student attendance for the district. Responsible for the preparation and submission of state and federal reports (PEIMS and special education) and for electronic storage and records retention for district.

Qualifications:

Education/Certification:

Master's degree

State Mid-management or Principal Certificate is preferred

Special Knowledge/Skills:

Knowledge of state PEIMS and attendance requirements and procedures

Knowledge in all aspects of computer operations including data entry, editing and the ability to identify computer program errors through reviewing data and reports

Ability to analyze complex information

Ability to meet established deadlines

Ability to work effectively with others

Experience:

Three years' experience as a teacher and administrator/counselor in education required

Major Responsibilities and Duties:

1. Coordinates all activities associated with PEIMS.
2. Maintains liaison relationship with school contacts.
3. Responds to all local, state and federal requests for information on behalf of the district.
4. Establishes district requirements and interprets local, state and federal requirements for student information collection.
5. Evaluates student information system programs for accuracy and comprehensiveness.
6. Coordinates the procedures used to provide transcript data collection and dissemination.
7. Provides technology for student test data.
8. Coordinates student scheduling.
9. Coordinates and manages activity associated with student attendance for the district and with requests for permanent records.
10. Processes and manages open records requests regarding student information.
11. Verifies PEIMS numbers for new courses.
12. Provides leadership and staff training for PEIMS reporting.

Safety:

13. Operate tools and equipment according to prescribed safety procedures.

14. Follow established safety procedures and techniques to perform job duties including lifting, climbing and carrying.
15. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

Other:

16. Other duties as assigned.

Supervisory Responsibilities:

Supervises the district Software Trainer and PEIMS Help Desk Technician.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintains emotional control under stress. Frequent district wide travel and occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.