



Job Title:	PEIMS Help Desk Technician I	Wage/Hour Status:	Non Exempt
Reports To:	PEIMS Coordinator	Pay Grade:	Information Systems/ Technical Pay Grade
Dept. /School:	Technology	Date Revised:	January 18, 2012

Primary Purpose:

Assist with the input, review, management and reporting of the district's Public Education Information System (PEIMS) data. Provide training and support with district student information system.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing
Proficient typing, file maintenance and 10-key skills
Ability to meet established deadlines
Strong organizational, communication and interpersonal skills

Experience:

One to three years' experience in public schools working with student records and PEIMS in an office setting preferred. A+ certification required.

Major Responsibilities and Duties:

Records and Reports:

1. Works cooperatively with campus, business and personnel offices to collect, organize, format, verify and distribute data required to submit district PEIMS reports in a timely manner.
2. Receives and directs incoming calls, takes reliable messages and routes to appropriate staff.
3. Assists with the submission of PEIMS data and the cleanup of report data, prior to resubmission.
4. Data cleaning and maintenance of student information system records.

Other:

5. Maintains physical and computerized files using personal computer including reports, employee rosters, and mailing lists.
6. Sorts, distributes/delivers mail, messages and other documents.
7. Assists with preparation of materials for mailing, trainings and audits, including but not limited to, creation of handouts, manuals and collation of documents.
8. Provides PEIMS staff assistance as needed by email, phone or in person.
9. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, copier, calculator, fax machine and telephone.

Safety:

1. Operate tools and equipment according to prescribed safety procedures.
2. Follow established safety procedures and techniques to perform job duties including lifting, climbing and carrying.
3. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions, prolonged use of computer and continuous sitting. Works with frequent interruptions and maintains emotional control under stress.

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.