Job Title: SpEd PEIMS Data Analyst  
Wage/Hour Status: Nonexempt  
Reports To: Special Education Director  
Pay Grade: Para Group 4  
Dept. /School: Special Education Office  
Date Revised: 02/03/2016

Primary Purpose: Responsible for the accuracy of reporting special education funding codes at the District level to TEA and other agencies.

Qualifications:

Education/Certification:
High school or GED

Special Knowledge/Skills:
Ability to maintain accurate and auditable records
Ability to use personal computer and software to develop databases/spreadsheets
Proficient typing, keyboarding, and file maintenance skills.
Proficient skills using Excel, and ability to format and use Excel formulations.
Strong organizational, communication, and interpersonal skills

Experience:
Three years clerical experience
Must read/maintain knowledge of PEIMS Manual/Student Attendance Handbook

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Maintain physical and computerized records including student SPED/PEIMS/TAKS documentation.
2. Enter/Edit data in Region X for state and local FUNDING.
3. Box and Store scanned records to be sent to warehouse for destruction/storage. Prepare ‘Public Notice of Destruction’ and publish in-coordination with Joe Glover and the date of destruction.
5. Calculate and prepare Statistical reports on SPED students from Superintendent reports for Biennium projections, and projections for new campus needs.
6. Assist diagnosticians/diag. clerks/related service personnel with preparing lists, labels, and reports for all district campuses to help with time sensitive deadlines for Evaluations and ARD meetings.

7. Assist counselors with referral data.

8. Preparation of reports and student data information for VI Reports, DB Reports, AI Reports, OCR Reports, Indicator Reports, Grant data and RF-Tracker report entry.

9. Prepare data entry of student information for summer ESY services/funding.

10. Maintain Confidentiality of all department and student information.

11. Other duties as assigned.

Equipment Used:

Personal computer, data storage devices, scanning machine, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer.

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.