Job Title:	PEIMS Assistant (Secondary)	**Wage/Hour Status:**	Non-Exempt 226 days
Reports To:	PEIMS Coordinator	**Pay Grade:**	Clerical Para Pay Category 5
Dept. /School:	Technology Department	**Date Revised:**	1/11/2019

JOB SUMMARY:

This position will assist in the day-to-day management of district Public Education Information System (PEIMS) data and support of student information system district wide. This is a hands-on technical position and will be directly involved with the administration, management, configuration, maintenance, training and troubleshooting of all student information system applications.

QUALIFICATIONS:

- High School diploma or GED
- Ability to use personal computer and software to develop spreadsheets, databases, and documents
- Strong organizational skills
- Excellent written and oral communications skills
- Ability to prepare and deliver presentations and/or trainings
- Ability to manage multiple projects simultaneously along with demands with competing priorities, all while making timely decisions
- Ability to work independently; self-motivated

Required Experience:

- 2 years' secondary school PEIMS experience
- 2 years' experience or more with Skyward student information system
- Experience with TEA applications - TREx, PID and/or Edit+
- Knowledge of TEA attendance handbook

Major Responsibilities:

1. Run and monitor the weekly PET report for PEIMS.
2. Run weekly imports/exports thru TSDS for PEIMS.
3. Verify receipt of six weeks monitoring reports with campuses/administrators.
4. Assist in the collection, integration and formatting of all data required for PEIMS submissions according to PEIMS Data Standards.
5. Assist with training and support to district and campus PEIMS personnel responsible for processing PEIMS data, including but not limited to creation of handouts, manuals and checklists.
6. Receive PEIMS-related information from TEA and disseminate to other staff and district PEIMS personnel in a timely manner, including Student Attendance Accounting Handbook and updates to PEIMS Data Standards.

7. Attend all TEA/ESC PEIMS training sessions and disseminate information to appropriate staff.
8. Ensure proper student attendance accounting practices per the TEA Student Attendance Accounting Handbook.
9. Thoroughly read, understand, and implement the PEIMS Data Standards Manual and Student Attendance Accounting Handbook.
10. Maintain staff security updates for student SIS.
11. Address security issues and login issues in student SIS.
12. Address security issues and/or login issues for family access and student access.
13. Setup/generate reports for most modules in SIS.
14. Provide help desk support for SIS related issues for end-users for the areas of PEIMS, demographics, enrollment, attendance, discipline and special programs.
15. Provide backup help desk support for all other SIS modules/areas.
16. Conduct data audits to insure data accuracy by running edits, reports and verification checks on data to ensure accuracy of information. Provide data cleaning and maintenance of SIS as needed.
17. Conduct campus data audits in the areas of enrollment, attendance, and leavers to insure data accuracy.
18. Verify PEIMS data submitted to TEA and submit corrections in a timely manner.
19. Oversee TREX process and training for all campuses.
20. Prepare correspondences, memorandums, forms and reports for the PEIMS Coordinator.
21. Develop professional skills appropriate to job assignment through attendance and participation at local, regional, state conferences, attendance and participation in workshops, along with reading professional material.
22. Comply with policies established by federal and state law, State Board of Education rules and local board policy and procedures.
23. Compile, maintain and file all physical and computerized reports, records and other documents required for PEIMS audit information.
24. Insure data/record retention in accordance with state standards for PEIMS.
25. Maintain confidentiality at all times.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions, prolonged use of computer; occasional lifting and moving of moderate to heavy objects.

Supervisory Responsibilities:

none

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.