

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for PEIMS  
**Reports To:** Executive Director for Strategic Initiatives and Accountability  
**FLSA Status:** Exempt

### **SUMMARY**

Coordinates the planning of each of the district's PEIMS data collections, implementing those data collections, reporting to organizations, and ensuring the district's compliance with all aspects of the timely reporting and accuracy of the PEIMS data. Produces district/campus level student projections to assist Board of Trustees, district administration, campus principals/coordinators and special program coordinators in planning for future staff, facility and budgetary needs. Develops rezoning plans to assist Board of Trustees and district administration in determining appropriate school attendance zones to maximize facilities use for current campuses and/or new construction due to student growth patterns or population shifts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Transmits district PEIMS data to TEA using state portal for all PEIMS submissions and weekly PET submissions.

Procures Unique IDs for enrolled students and updates the Unique ID database as needed.

Resolves Person Identification (PID) errors for both students and staff, as necessary.

Disseminates relevant information from PEIMS data standards and Student Attendance Accounting Handbook to district staff.

Authors or proofs internal district procedural documents related to the collection, validation, reporting or analysis of student data.

Creates or proofs internal data validation edits used in Certify.

Oversees and/or participates in the PEIMS monthly training sessions to train and support campus data entry staff.

Coordinates with district organization managers, principals and associated support staff prior to PEIMS submissions to ensure everyone is fully aware of data requirements and edits, auditable documentation and records retention periods.

Coordinates with campus principals, special program coordinators, other district organizations and associated support staff in regard to the monitoring, updating and reporting of PEIMS data within the district's student data management systems.

Coordinates with district financial and personnel organizations and associated support staff in regard to the coding and reporting of PEIMS data from the district's data management system.

Completes and/or assists district organizations in the completion of state and/or federal audits. Assists the Department of Technology Services with resolving issues related to the extraction, aggregation and/or reporting of PEIMS data from the district's data management systems.

Advises Department of Technology Services managerial and support staff in regard to data capture and input, data processing, data validation and data storage needs to accommodate PEIMS and other district data needs.

Supports district goals for improving student performance by advising on the use of PEIMS information.

Provides support to district and campus administrators with source data used in district reports from state and federal accountability systems.

Serves as an interface between the district organizations, Region XII and TEA.

Coordinates with the Region XII PEIMS Coordinator to ensure district compliance with the data standards, student attendance accounting handbook and prompt/accurate data reporting to the state.

Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the PEIMS Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

Master's degree, preferred, Bachelor's degree in Education, Computer Science or Mathematics, required; five years experience with PEIMS data and reporting.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES**

Ability to facilitate the application of PEIMS Data Standards and Student Attendance Accounting Handbook (student reporting) and the Financial Accountability System. Ability to operate a computer system (stand alone and networked), specifically PCs running Windows with associated application software and relational database software systems (e.g., SunGard's eSchoolPLUS, ProLogic's TEAMS, etc.). Ability and experience transmitting data/information using TEA systems – TEAL, Edit+, TREx, Unique ID system, PET reporting and PGP messaging service.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** [May 18, 2021](#)

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.