

**Job Title:** COORDINATOR, TSDS/PEIMS  
**Reports to:** Director, PEIMS Data Quality, Compliance and Accountability  
**Dept./School:** PEIMS Data Quality, Compliance and Accountability  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 25, 2022

### **Primary Purpose**

Under minimal supervision, coordinate and oversee the PEIMS and ancillary data entries and submissions for the district. Most tasks are non-routine and require a considerable reliance upon the use of sound independent judgment. This is a technical, hands-on position requiring strong skills in the areas of data integrity and information management.

### **Education/Certification**

Bachelor's Degree in education, a related field, or equivalent work experience  
Valid Texas driver's license  
TASBO certification preferred

### **Special Knowledge/Skills**

Extensive knowledge of PEIMS, Texas Student Data Standards (TSDS) and TEC Chapter 37  
Knowledge of district and campus operations, including special programs  
Ability to interpret law, policy and procedures  
Strong organizational and interpersonal skills  
Strong written and verbal communications and presentation skills  
Demonstrate initiative, flexibility, and ability to manage workload and achieve results with minimal supervision.  
Strong analytical abilities and attention to detail.  
Strong time management skills and ability to multi-task.  
Keen independent judgment in determining when to seek advice.  
Strong working knowledge of Java Script, HTML and CSS.  
Strong working knowledge of spreadsheets (Excel).  
Knowledge of Student Information Systems (Skyward).  
Knowledge of technology and the ability to interface with multiple applications required.  
Knowledge of systems and their impact on the quality of data used in decision making.

### **Experience**

Experience with high levels of accountability and data integrity.  
Extensive experience in working in a team oriented, collaborative environment.  
Experience in TEA reporting requirements and regulations.  
3 years or more of successful experience in school district administrative support of Skyward Student Information System (SIS)  
Experience in coding systems.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Coordinate the accurate collection, integration, and formatting of all data required for PEIMS submission according to PEIMS and Texas Student Data Standards.
2. Responsible for the submission of complete and accurate data in Texas Education Agency (TEA)-prescribed format for PEIMS and TSDS Core Collection submissions
3. Run edits, reports and verification checks on data to ensure accuracy of information; distribute edits and reports to appropriate department staff for analysis, verification, and correction; coordinate with appropriate department staff to identify, troubleshoot, and resolve staff and student information errors and inconsistencies.
4. Ensure district data collection procedures are in compliance with local, state and federal reporting requirements. Communicate rule changes and data/documentation requirements appropriate department staff. Comply with the laws and procedures in the Texas Student Attendance Accounting Handbook (SAAH), PEIMS, and the Texas Student Data Standards (TSDS).

5. Monitor/audit programs as assigned for data quality compliance; submit findings to Director for action.
6. Attend meetings, workshops, and seminars as necessary to remain informed of PEIMS updates, state, and federal guidelines; receive TSDS related information from ESC and TEA and disseminate to appropriate department staff in a timely manner.
7. Responsible for developing training materials; train and monitor district personnel in areas related to data compliance.
8. Responsible for establishing deadlines for data collection.

**Ethics**

9. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
10. Maintain confidentiality of all data and files including student and staff information.
11. Safeguard against unauthorized access to assigned computer system and electronic data.
12. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

**Other**

13. Demonstrate initiative and work independently.
14. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities**

NONE

**EQUIPMENT USED**

Personal computer, scanner, printer, calculator, fax machine, and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged computer usage. Frequent district and occasional statewide travel. Frequent prolonged and irregular hours.

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

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_