

**Job Title:** SPECIALIST, DATA QUALITY AND COMPLIANCE  
**Reports to:** Director of PEIMS Data Quality, Compliance and Accountability  
**Dept./School:** PEIMS Data Quality, Compliance and Accountability  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 25, 2022

### **Primary Purpose**

Review, sort and process school records and data in the Student Information System (SIS). Assists campus and special program staff in all areas of attendance accounting procedures and processes to ensure compliance with district and state mandated attendance guidelines.

### **Education/Certification**

High School Diploma or GED  
Minimum 60 college hours, preferred  
Valid driver's license

### **Special Knowledge/Skills**

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills  
Knowledge of elementary and secondary campus operations  
Knowledge of attendance accounting practices in public schools and the applicable statutes, codes, laws, policies and reporting requirements  
Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Publisher)  
Proficient skills in Adobe Professional  
Ability to interpret policy, procedures and data  
Ability to perform accurate accounting and clerical work requiring independent judgment, speed and accuracy  
Ability to compile a variety of complex, accurate and technical attendance information and other statistical data  
Ability to prepare spreadsheets, graphs reports and handbooks  
Ability maintain accurate and auditable records and reports  
Ability to set priorities and meet established deadlines  
Ability to do work under pressure and with interruptions  
Strong organizational, communication, and interpersonal skills

### **Experience**

Minimum five (5) years of clerical and/or accounting experience, preferred  
Minimum three (3) years' experience in use of technology  
Experience with automated student information and public school attendance accounting systems, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Data Quality and Compliance**

1. Thoroughly read, understand, and implement the Texas Education Data Standards (TEDS) and Student Attendance Accounting Handbook (SAAH).
2. Monitor attendance procedures, accuracy, and timeliness of data entry into the district's computer-based attendance system. Conduct on-site visits to audit data for adherence to federal, state and/or local regulations, procedures, and documentation requirements in areas related to district funding and compliance; ensure proper student accounting practices per the TEA Student Attendance Accounting Handbook (SAAH).
3. Incorporate changes from the Texas Education Agency (TEA) regarding attendance and reporting requirements into the district's attendance policy and procedures handbook.
4. Create, maintain, and file physical and computerized reports, student records, and other supporting documentation as required by the SAAH and the Texas State Records Retention Schedule.
5. Prepare daily, weekly and/or monthly attendance reports; analyze for completeness and distribute to appropriate central office staff and/or departments for analysis, verification, and correction; generate and distribute end-of-term/year honor roll and perfect attendance reports.
6. Establish timelines for gathering attendance and discipline-data for school board reporting.

7. Identify concerns with the student information system (SIS) that affect funding, compliance, and/or the reporting of quality data; coordinate with the director when submitting service calls to the vendor for possible solutions.
8. Assist departments and campuses to reconcile student special programs enrollment to enrollment posting in campus attendance registers.
9. Conduct trainings for designated para-professional campus staff on attendance procedures, accuracy and timeliness of data entry into the SIS.
10. Attend and assist with in-service trainings, department meetings, and workshops assist campuses in the grade reporting process; conduct on-campus gradebook training as requested.

**Ethics**

11. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
12. Maintain confidentiality of all data and files.
13. Safeguard against unauthorized access to assigned computer system and electronic data.

**Other**

14. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
16. Perform all other task and duties as assigned.

**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 use of computer. Frequent district and occasional statewide travel. Occasional 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:** \_\_\_\_\_