

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Director of PEIMS Services	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Executive Director of Enterprise Systems	<b>Pay Range:</b>	880
<b>Dept./School:</b>	Enterprise Systems	<b>Date Revised:</b>	10/24/2023

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**Primary Purpose:**

Coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data. Provide district student data support and ensure student records comply with all applicable laws and policies.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree or equivalent experience managing PEIMS Data Standards

TASBO Certifications preferred

**Special Knowledge/Skills:**

Extensive knowledge and experience with the TEA PEIMS Data Standards

Extensive knowledge and experience with the Student Attendance Accounting Handbook (SAAH)

Knowledge and experience working with K12 student information systems (SIS) and associated applications including enrollment, gradebook, attendance, scheduling, and discipline modules

Knowledge and experience of data management, analysis, and reporting strategies

Knowledge and experience developing training materials

Knowledge and experience using personal computers and software such as word processing, spreadsheets, and databases

Excellent organizational, communication, and interpersonal skills

Ability to maintain accurate and auditable records

Ability to manage multiple priorities effectively

Ability to develop and maintain effective working relationships

**Experience:**

Five years of experience with PEIMS data standards

Five years of experience with PEIMS coding, data collection, and submissions

Five years of experience with ERP/SIS/HR information systems (Skyward preferred)

**Job Title:** Director of PEIMS Services

**Major Responsibilities and Duties:**

Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to the PEIMS Data Standards

Submit all required data files for each scheduled submission to the appropriate agency within the TEA timelines/guidelines

Run edits, reports and verification checks on data to ensure accuracy of information, then distribute edits and reports to appropriate staff for analysis, verification, and correction

Compile, maintain, and file all physical and electronic reports, records, and other documents required

Lead data quality reviews with program directors and campus staff; develop reports and queries to analyze and validate data integrity

Conduct on-site audits for adherence to federal, state, and local regulations, procedures, and documentation requirements as prescribed in the SAAH, PEIMS/TEDS Data Standards, local board policies, and district procedural manuals

Coordinate training and support for all campus registrars, data clerks, and office personnel responsible for processing PEIMS and other student records, including enrollment, attendance, grading, & scheduling

Assign tasks, develop training options, and create improvement plans to ensure effective operations in the Student Records department

Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy

Serve as liaison with Region X regarding student records services; receive and ensure timely dissemination of ESC and TEA updates to student records and PEIMS data standards

Attend SIS user group trainings, regional PEIMS workshops and other related trainings to stay abreast of the latest trends and developments concerning student data management

Maintain up-to-date documentation on all business operations and work procedures for the Student Records department

Be customer service oriented and maintain a professional approach regarding all district matters

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Supervisory Responsibilities:**

Supervise and evaluate the performance of staff assigned to the area of student records

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

**Job Title:** Director of PEIMS Services

**Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours; frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 10/24/2023

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_