

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
PEIMS Data Analyst		Curriculum, Instruction & Accountability	Coordinator, PEIMS	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	5	226	Non-Exempt	July 2024

## **Primary Purpose:**

To provide assistance and maintain Public Education Information Management System (PEIMS) electronic data for the district.

Ensures accurate data reporting from the district to the Texas Education Agency's PEIMS database for attendance, enrollment, withdrawals, special programs, discipline, grades, student demographics, staff demographics, and the district budget.

This is a hands-on position and will be directly involved with the administration, management, maintenance, training, and troubleshooting of all student information system applications.

## **Qualification Guidelines:**

### **Education/Certifications:**

High school diploma or GED

### **Experience:**

Three or more years' of data entry experience in a public-school environment preferred

### **Special Knowledge/Skills/Abilities:**

Knowledge of PET/PEIMS PID error resolution

Proficient typing, file maintenance and 10-key skills

Strong working knowledge of COGNOS Report Writer, Microsoft PowerPoint, Word, Excel, and other software to create reports, spreadsheets, databases, and documents

Experience following state regulations and guidelines in a professional environment

Strong organizational, communication, and interpersonal skills

Ability to prepare and deliver presentations and/or trainings

Ability to manage multiple projects simultaneously along with demands involving competing priorities, all while making timely decisions

Ability to work with minimal supervision and meet established deadlines

### **Supervisory Responsibilities:**

None

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## Mental/Physical/Environmental Demands:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; fax machine

**Posture:** Prolonged use of computer; continuous sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

## Major Responsibilities and Duties:

1. Verify all PEIMS reporting data for the district in the SMS (Student Management System) is collected and entered according to the guidelines of the PEIMS Data Standards and Student Attendance Accounting Handbook.
2. Provide clerical support to PEIMS Coordinator.
3. Assist PEIMS Coordinator on a daily basis with PEIMS Data files into TSDS (Texas Student Data System) and other business software to build, upload, verify, and export and validate to review data.
4. Investigate, report, and correct PID errors for district during all PEIMS and PET submissions.
5. Develop and compile reports to analyze district PEIMS data for errors. Work with PEIMS Specialists to ensure corrections are made in a timely manner. Verify and enter corrections to data in the SMS.
6. Investigate and correct duplicate enrollment errors for district PEIMS and PET submissions.
7. Investigate, report, and correct fatal errors, special warnings, and warnings for district during all PEIMS submissions.
8. Distribute reports to campus personnel as necessary.
9. Generate Student Attendance Data to build reports used for attendance audits.
10. Conduct attendance audits by reviewing campus attendance data with campus administrator/personnel every 6 weeks.
11. Conduct Leaver Audits by reviewing withdrawal data with campus administrator/personnel once in the Fall and once in the Spring.
12. Provide assistance when other districts ask questions for the areas of PEIMS, demographics, enrollment, withdrawal, attendance, discipline, and special programs.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required for PEIMS audit information.

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14. Attend all TEA/ESC PEIMS training sessions and distribute information to appropriate campus personnel.
15. Remain up to date with PEIMS rules and regulations and disseminate any changes as they arise to campus personnel.
16. Be able to attend campuses frequently for audits and to assist campus personnel when needed. Must thoroughly document visits to PEIMS Coordinator.
17. Act as Backup support to PEIMS Coordinator.
18. Provide training for TREX, Attendance, Enrollment, Withdrawals, Discipline and Membership.
19. Assist in modifying training packets used to train personnel on PEIMS procedures and coding as needed. May include handouts, manuals and checklists.
20. Participate in ongoing professional development activities such as conferences and workshops.
21. Ensure data is in accordance with state standards for PEIMS.
22. Maintain confidentiality at all times.
23. Perform all other duties as assigned by the PEIMS Coordinator.

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