



DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Manager – Information Services (PEIMS)

Wage/Hour Status: Exempt

Reports to: District Administrator

Pay Grade: AM - 3

Dept. /School: Technology

Date Revised: June 19, 2017

Primary Purpose: Under moderate supervision, coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data. Oversee the District's student information system.

Qualifications:

Education/Certification:

- High school diploma or GED
- Associate Degree in Information systems or equivalent preferred
- TASBO (Texas Association of School Boards) certification preferred

Special Knowledge/Skills:

- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills
- Ability to perform basic math
- Ability to meet established deadlines
- Strong organizational, communication, and interpersonal skills
- Ability to understand detailed written or oral instructions

Experience:

- Three years of experience in school district administrative support position requiring collecting and entering data
- Experience using coding systems
- Three years experience with grade/PEIMS submission at District level
- Experience with District level submissions using TSDS and administering /managing District level TEAL (Texas Education Agency Login) accounts
- Experience managing Sungard eSchool preferred
- District Level Student Skyward experience preferred

Major Responsibilities and Duties:

Records and Reports

- Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency *PEIMS Data Standards*.



DUNCANVILLE ISD

Writing success stories, one student at a time.

- Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines.
- Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
- Submit complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer
- Verify data submitted to TEA and submit corrections in a timely manner

Training and Technical Support

- Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data
- Receive PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to *PEIMS Data Standards*.

Other

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy
- Compile, maintain, and file all reports, records, and other documents as required
- Configure and manage eSchool functionality and security

Supervisory Responsibilities:

- District level PEIMS staff
- Oversee and manage PEIMS clerks both central office and campus-based

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse



DUNCANVILLE ISD

Writing success stories, one student at a time.

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

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

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.

Employee Print Name _____

Employee Signature _____

Date _____