

Sam Rayburn ISD

Job description:

Position Title: District PEIMS Coordinator

Primary Purpose:

Ensure accurate, timely, and compliant collection, management, and reporting of all district PEIMS data in accordance with Texas Education Agency and other applicable regulations. Provide leadership and support to campus and district staff in maintaining data integrity and fulfilling state reporting obligations.

Major Responsibilities:

1. Manage collection, formatting, and submission of district PEIMS data: student demographics, attendance, enrollment, course scheduling, staff data, special programs, etc.
2. Run verification and error-checking routines; audit data; resolve discrepancies; ensure that submissions are complete, accurate, and timely.
3. Keep knowledge current with TEA standards, data standards, coding requirements, and any changes or updates.
4. Provide training and support to campus registrars, data clerks, special programs coordinators, and other staff involved in data entry and reporting.
5. Develop/maintain process documentation, report templates, data validation procedures; oversee submissions to TEA, ESCs, etc.
6. Generate reports for district leadership, assist in internal audits, and act as point of contact for data reporting inquiries.

Working Conditions / Other:

- Must meet deadlines; often higher workload during reporting seasons.
- May require occasional travel to ESC, training workshops.
- May supervise PEIMS clerks or other staff.