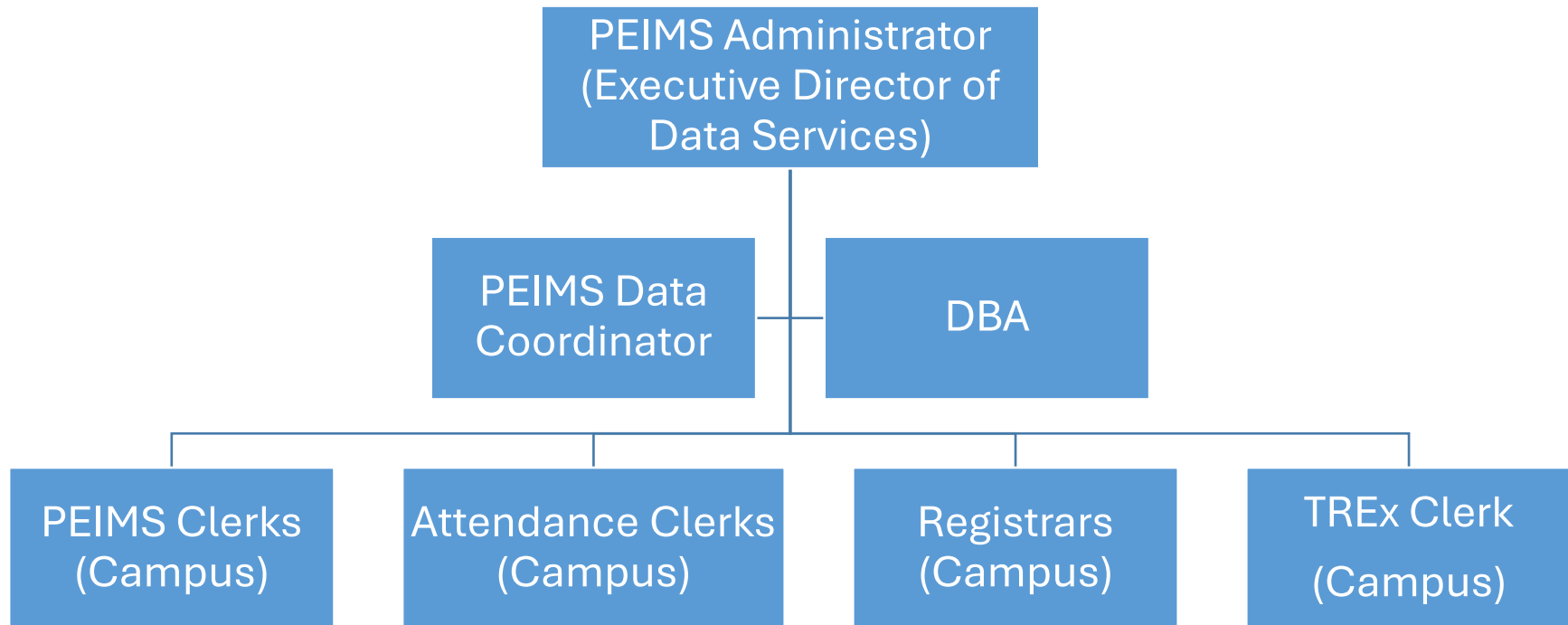# PEIMS-related Personnel

Simplified Listing of duties pertaining to request:

PEIMS Administrator:

- Oversees all PEIMS / EdFi / TSDS / Core Collection / TREx components and personnel
- Direct supervision / training of PEIMS Data Coordinator and DBA
- Setup/Configuration of TSDS / DMC   (Keys, Field Mappings, Initial Template setups in SiS, etc.)
- TEAL Alternate Approver – manage TSDS roles (personnel changes)
- Requests and reviews internal PEIMS data audits
- Final review of all PEIMS and Core data reports prior to submitting to Superintendent

PEIMS Data Coordinator:

- Configures EdFi-API templates in SiS. Works with campus personnel to troubleshoot L1 errors.
- Provides training and support to campus PEIMS/TREx personnel
- Monitors daily attendance reporting and requests for changes to demographic and special populations data
- Monitors daily L2 and L3 EdFi error reporting (collection-specific timelines), and works with campus personnel to resolve issues
- Reviews PEIMS data reports for accuracy
- Collects and verifies signed campus reports and data attestations prior each PEIMS collection

Database Administrator (PEIMS Specific Duties only):

- Works with PEIMS Data Coordinator and PEIMS Administrator to create internal processes and automation to assist in data collection/update/verification
- Generates data analysis reports of PEIMS data from SiS and other local storage systems

PEIMS Clerk (Campus):

- Primary data entry clerk for PEIMS data elements
- Works directly with campus data owners to review campus-level data for accuracy
- Provides reports to campus administration and data owners
- Attendance Clerk duties (on campuses without an attendance clerk)
- Assist attendance clerk in collection and review of data attendance (on campuses with an attendance clerk)
- Runs PEIMS campus reports and validations in the TSDS-PEIMS system to review with campus data-owners

Attendance Clerk (Campus):

- PEIMS role, as this is not a position at all campuses
- Monitor daily classroom attendance reporting, and provide reporting to campus administration of completion by period
- Collect and enter attendance documentation and necessary attendance code changes
- Setup and maintain automated attendance reporting for campus personnel and parent communication
- Assist campus administration with attendance-related parent communication

Registrar (Campus):

- Primary data entry clerk for course/class master and student schedule creation and updates
- Works directly with campus administrators to review course/schedule data for accuracy
- Provides reports of PEIMS elements reported for each course/class record for campus admins to review

TREx Clerk (Campus):

- PEIMS role – assigned to different positions based on campus configuration
- Submits and fulfills TREx requests
- Initiator of all internal TREx-related business processes and automation

Effective Data Review Processes (prior to PEIMS submissions):

Attendance:

- Aggregate reports are generated daily / weekly / by term and distributed automatically via email for review
- Multi-Year comparison reports are available for campuses to generate on-demand
- Attendance clerks have daily checklists to ensure all components of attendance collection and verification are complete each period / each day
- Campus PEIMS Clerks are trained on interpretation of Contact Hours Reports, and review with campus/district administration each term/semester and when changes are reported
- On Data Suite reports and validations are utilized in addition to locally-developed reports

Accountability / CCMR:

- HS PEIMS clerks run periodic reports of new enrollments and verify assigned grade level with campus administration to ensure classification of proper cohort on initial PEIMS submission reporting for each child. This is monitored by district Curriculum and Instruction personnel.
- CTE Counselors monitor student course scheduling to verify placement within program of study. Reports from SchooLinks and On Data Suite are utilized.
- CTE Counselors and district CTE personnel monitor Post-Secondary Certification Licensure results using Eduthings, SchooLinks and On Data Suite reports.
- Campus counselors verify student eligibility for College Prep Courses.
- PEIMS Clerks provide leaver tracking data to campus administrators, and obtain VoE forms for all movers which are verified via Uniq-ID Enrollment Tracking. Leaver tracking is ongoing, year-round. Campus administration and district PEIMS and Curriculum and Instruction personnel monitor. When available, the presumed underreported leaver reports (PDM1-321-001 / PDM1-320-001 / PDM1-320-002) are used as a verification instruments. As a general note, this process will need to be revised once report availability within the Summer PEIMS collection for leavers is published.

- DBA converts TSIA2 data from Accuplacer into import files to aid teachers in tracking the TSI status of their current students. Eduphoria (Aware) is utilized for this purpose. On Data Suite reports are used to track TSI status at the campus/district level by our Curriculum and Instruction personnel.
- Registrars work with campus Associate Principals / Deans of Instruction to verify Associate Degree information.
- PEIMS/Attendance Clerks coordinate with Campus Testing Coordinators and District Testing Coordinators to review overall attendance and testing roster attendance on benchmark and STAAR testing days.
- Curriculum and Instruction personnel verify the collection of DoD form 4 materials and validation of this information against TEA's data pull.
- Executive Director of Data Services and DBA verify that all SAT, ACT, AP, TSIA and STAAR test data files have been loaded to On Data Suite, and PEIMS Data Coordinator verifies that all PEIMS data is being brought in via the API connection to the iODS.
- Curriculum and Instruction personnel utilize the A-F Accountability, CCMR, RDA, and CCMR Outcomes Bonus reports and trackers from On Data Suite, and verify data with campus personnel.

<div align="center">

Sharyland Independent School District
Mission, Texas

Job Description

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Job Title:	Executive Director of Data Services	**Wage/Hour Status:**	Exempt
Reports to:	Chief Technology Officer	**Pay Grade:**	Admin PG9/226 days
Dept./School:	Technology	**Date Revised:**	06/2024

PRIMARY PURPOSE:

Direct, coordinate, and supervise the collection and reporting of student, staff, and financial data as required by the PEIMS – Public Education Information Management System.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree preferably in business management, mathematics, computer science, actuarial science or related field.
PEIMS Coordinator experience preferred
Other qualifications as deemed necessary or acceptable by the Board

Experience:
A minimum of three years' experience in student data processing or PEIMS.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE: PEIMS COORDINATOR
1. Checks for compliance and accuracy of data for district reporting in:
   - PEIMS – Public Education Information Management System
     - Must have working knowledge of the TEA PEIMS Data Standards
   - Student attendance data
     - Must have working knowledge of the TEA Student Attendance Accounting Handbook
   - District Audits of PEIMS data
2. Systematically reviews and monitors attendance records which would positively impact funding and improve student performance, and provides daily reports to campus and district administrators.
3. Works closely with Directors/Coordinators for special programs to ensure that they consistently review data and are involved in the PEIMS data gathering process and use data to improve instruction.
4. Meets with campus clerks and/or counselors responsible for PEIMS data on regular basis to ensure that they are tracking and inputting data correctly and in a timely manner.
5. Trains and updates staff on new procedures and/or changes.
6. Conducts campus visits and meets with campus clerks and/or counselors to train and answer questions using live data.
7. Audits all data before submission to ensure not only that data is accurate but also monitors it on an on-going basis to ensure district is in compliance with state and federal reporting.
8. Be a liaison between campuses, district, Region I data center, and the TEA to ensure standard district and state procedures, reporting and updates or changes to PEIMS are being implemented.
9. Provides guidance and assistance to program directors, coordinators in the assembly, entry, and maintenance of all student, staff, and financial data.
10. Conducts random reviews and periodic internal audits of PEIMS data at different sites to ensure that the appropriate documentation is kept on file.
11. Schedules and develops timelines for securing, entering, and maintaining data for all elements at all levels.
12. Standardizes data gathering and record keeping procedures across the district for all programs.
13. Develops professional skills appropriate to job assignment.

14. Performs all duties in a safe manner to avoid injury to oneself and/or others.
15. Performs other related duties as assigned.

ROLE: DATA ADMINISTRATION
1. Develops and maintains custom solutions for information systems, including backup and training databases, such as screen customizations, custom forms and fields, custom reports, scripting and other solutions as necessary.
2. Assists in setup and customization of new features for information systems.
3. Creates, monitors, and maintains automation scripts for reporting, third-party exports, application protocol interfaces, and other solutions.
4. Manages accounts and security settings for information system users.
5. Assists with creation and maintenance of custom evaluation forms in online appraisal system.
6. Functions as Alternate Approver for all TEAL and TEA-SE applications, as approved by SISD Board of Trustees. Report to Superintendent on application statuses, and carry out actions as approved by Superintendent.
7. Imports and maintains all testing data utilized in our information systems for reporting and analysis and update import schemas as necessary.
8. Oversees student online registration process. Updates and adds new data elements as requested by campus/district administration and data owners. Maintains forms utilized within the process, and trains campus staff as necessary to run reports related to the process.
9. Works with campus and administration staff to distribute data imports for third-party products that campus users must apply manually.
10. Serves as conduit between campus staff and Texas Student Data Systems (TSDS) staff when support issues arise.
11. Compiles data for state and federal reports.
12. Assists with the development of residency and demographic information through research and geocoding to provide study data affecting district short and long-term goals.

Supervisory Responsibilities:
Supervise all campus PEIMS clerks during the four submissions and resubmission periods.
Supervise PEIMS clerks on a daily basis to ensure that our data is current and accurate.
Oversee and guide campus Texas Records Exchange (TREx) clerks to verify timely and accurate transmission of 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.
> **Physical Demands**:
> Annual district-wide and statewide travel; occasional prolonged and irregular hours.

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. I acknowledge I received a copy of this job description.

Signature of Employee: _____   Date _____

Signature of Supervisor/Reviewer: _____   Date _____

The Sharyland Independent School District does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.

Job Title: District PEIMS Data Coordinator   **Exemption Status/Test:** Nonexempt

Reports to: Executive Director of Data Services   **Date Revised:**

Dept./School: Technology Department

Primary Purpose:

Under moderate supervision, coordinate the collection and reporting of district Public Education Information Management System (PEIMS) and Texas Student Data System (TSDS) data.

Qualifications:

Education/Certification:
High school diploma or GED

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:
5 years of experience in school district administrative support position requiring collecting and entering data; experience using PEIMS/TSDS and Skyward coding systems

Major Responsibilities and Duties:

Records and Reports

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

2. 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.

3. 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.

4. Submit complete and accurate PEIMS data within the deadlines established by the Texas Education Agency (TEA) and our Educational Service Center (ESC).

5. Verify data submitted to TEA and submit corrections in a timely manner.

Training and Technical Support

6. Provide training and support to campuses and business and personnel office staff responsible for processing PEIMS data.

7. 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

8. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

9. Compile, maintain, and file all reports, records, and other documents as required.

10. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

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

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____   Date _____

Received by _____   Date _____