



# Longview Independent School District

## JOB DESCRIPTION PEIMS COORDINATOR

<b>JOB TITLE:</b>	PEIMS Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Business Manager	<b>TERMS:</b>	226 days
<b>DEPARTMENT:</b>	Information Services	<b>PAY GRADE:</b>	Clerical/Paraprofessional 7

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### PRIMARY PURPOSE:

To assist in the smooth and efficient operation of the district through the collection and dissemination of necessary data

### QUALIFICATIONS:

#### Education:

Bachelor's degree

#### Special Knowledge/Skills:

- Experience with computer mainframes
- Knowledge of Public Education Information Management System
- Such alternatives to the above qualifications as the Board may find appropriate

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Collaborate with school personnel to ensure that pupil services support the curriculum and instructional goals of the district
2. Coordinate the district's attendance eligibility and accounting procedures
3. Oversee attendance clerks data input responsibilities and assist in determining residency status of new students
4. Compile data for and generate PEIMS reports for TEA; require basic knowledge of computer programming and operations
5. Coordinate pre-coding tape for TAAS
6. Ensure that the district's PEIMS reports are accurately completed, compiled, and distributed
7. Implement the district's inter- and intra-district transfer policy



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

8. Maintain both hardware and software related to district's mainframe computer
9. Share responsibility with the district's programmer for all software applications; has primary responsibility for software applications regarding grade reporting, scheduling, and attendance
10. Work in collaboration with human resources office in preparing official documents
11. Direct and manage the district's pupil services department
12. Ensure that programs are cost effective and funds are managed prudently
13. Contribute to the recommendation of sound policies directed toward program improvement
14. Compile budgets and cost estimates based upon documented program needs
15. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of pupil services
16. Compile, maintain and file all reports, records, and other documents required
17. Demonstrate behaviors that are professional, ethical and responsible and serve as a role model for all district staff
18. Act as Record Management Officer (RMO) for the district
19. Articulate the district's mission to the community in the area of pupil services and solicit its support in realizing the mission
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned by the business manager



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### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**