



Job Description

Position: PEIMS Coordinator **Department:** PEIMS
Reports to: Operations Manager/Director **Location:** School Campus
Hours: Varies **FLSA Status:** Exempt

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY

Manage the collection and reporting of district Public Education Information Management System (PEIMS) data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Documentation:

- Manage the collection, incorporation and formation of all student data required for PEIMS submission according to PEIMS Data Standards
- Collaborate with campus staff (registrar, attendance and special populations coordinators) to collect, organize and format data required to submit district PEIMS data in a timely manner
 - Work in conjunction with Operations Manager or Director to collect all relevant data from school staff (e.g. ESL Coordinator)
 - Meet all deadlines set by the master Uplift CMO PEIMS schedule
- Provide accuracy of information through editing, reports and verifications of data
- Ensure appropriate staff receives edits and reports for analysis, verification and correction
- Prepare and submit complete PEIMS student data in Texas Education Agency (TEA) prescribed format (submitted through TEA – EDIT+)
- Validate student data submitted through PEIMS Edit+ production site and submit corrections in a timely manner
- Interface with special populations coordinators to ensure all special populations are identified by Uplift PEIMS calendar deadlines
- Attend all ESC regional PEIMS workshops and Uplift PEIMS trainings, and distribute information to appropriate staff
- Collaborate with CMO state reporting staff for improving and implementing best practices

Training and Technical Support

- Ensure charter staff training and support for processing PEIMS data.
- Receive and distribute PEIMS-related information for ESC and TEA, including updates to *PEIMS Data Standards*, in a timely manner.
- Attend all regional PEIMS workshops and distribute information to appropriate staff.

Other

- Abide by all policies established by federal and state law that apply to charter schools, Commissioner's Rules that apply to charter schools, and local charter policy.
- Gather, manage and file all hardcopy and computerized reports, records and other documents required.

COMPETENCIES

- To perform the job successfully, an individual should demonstrate the following competencies: Able to manage accurate and suitable records.
- Capable of using personal computer to design spreadsheets, databases, and do word processing.
- Effective typing, keyboarding and file maintenance skills.
- Able to meet established deadlines.
- Exceptional organizational, communication, and interpersonal skills.

SUPERVISORY RESPONSIBILITIES

- This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to communicate effectively with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to apply common sense understanding to carry out a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be highly proficient in Microsoft Office applications particularly Microsoft Excel. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to

react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and use stairs. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS

Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS

Uplift Education, Inc. retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____