



SPECIALIST, PEIMS

Rev. July 2025

Job No.: 5706

Reports to: Sr Coordinator, PEIMS

Dept./Campus: Financial Services

FLSA Status: Non-exempt

Pay Grade: 507

Term: 226 Days

PRIMARY PURPOSE:

To train and support district users of the student information system to ensure accuracy so that each student's educational achievement may be thoroughly evaluated and assessed to promote maximum educational growth.

MAJOR RESPONSIBILITIES AND DUTIES

- Assist in the support of student information systems programs and processes (i.e.: gradebook, parent portal, report cards, IPRs, etc.), including training of campus and/or district staff, to ensure an effective and efficient use of the software/system.
- Provide end user support via telephone, email, submitted tickets, campus visits, and training meetings.
- Schedule and assist clients in the submission of application jobs and queries.
- Support campus registrars with student related data (registration, attendance, scheduling, special program coding, etc.).
- Run queries and utilize reporting programs to meet the information processing needs of the district.
- Assist with TReX processing including troubleshooting and training.
- Create detailed training documentation/videos and disseminate to users using various platforms.
- Provide training for the processes managed by the student information systems team.
- Attend related conferences, seminars and meetings provided by appropriate agencies to further knowledge of the student information system.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED. Associate degree in computer science or related field preferred.
- Experience in data processing or supporting an information system; public education experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of Windows, Microsoft Office Applications Suite; database structure and design; student information systems; and attendance, grade reporting, scheduling, and PEIMS procedures.
- Skill in oral and written communication; customer service; and organization.
- Ability to work well in a team provide training for end users.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.