



## Job Description

<b>Position Title:</b>	Data Specialist, PEIMS		
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<b>Reports to:</b>	Director, PEIMS & Data Services	<b>Pay Grade:</b>	N11
<b>Terms of Employment:</b>	<ul style="list-style-type: none"><li>230 days per year.</li><li>At-Will employment agreement.</li><li>Salary is in the pay grade N11 on the Non-Exempt SAISD Compensation Plan.</li><li>Entry salary is at \$20.70 with consideration for directly related experience.</li></ul>	<b>FLSA Classification:</b>	Non-Exempt
<b>Funding Source:</b>	This position is locally funded		

### Position Summary

To assist in the attainment of district objectives by ensuring quality student data in an effective and efficient manner.

### Essential Functions / Key Responsibilities

1. Assist with PEIMS error reports, including edit listings, duplicate enrollment, under-reported and other reports.
2. Follow procedures to correct PID errors to state and District standards.
3. Help deliver student data training to appropriate campus and program staff in a help desk environment.
4. Assist with student data questions from campus and central office staff.
5. Assist with PEIMS procedures for central office and school staff.
6. Provide assistance for registration, scheduling, grade reporting and other student system functions.
7. Assist with PEIMS report distributions and notifications.
8. Visit schools and offices as assigned.
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- High school diploma or GED equivalent (from a recognized by the Texas Education Agency or a regional accrediting agency)
- 3+ years of related experience to include:
  - Student Information System, PEIMS/TSDS system, or equivalent system.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Preferred Requirements

- Up-to-date experience with Windows-based office productivity software.
- Experience with queries and reports using Crystal Reports or equivalent.

### Knowledge, Skills & Abilities



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- Knowledge of student information system.
- Ability to work effectively with campuses and District staff.
- Ability to follow oral and written instructions.
- Demonstrated organizational and communication skills.

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: ..... Date: .....