



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Manager of SIS and PEIMS

**Pay Grade:** 207

**Reports To:** Chief Technology Officer

**Terms of Employment:** 226 Days

**Exemption Status:** Non-Exempt

### Primary Purpose:

The primary purpose of this position is to provide the necessary support to ensure that all student, staff and financial data is verified, properly coded and transmitted to the Public Education Information Management System (PEIMS) within the timelines designated by the Texas Education Agency for state funding, evaluation and auditing purposes. Manage the Student Information Systems (SIS) by analyzing, troubleshooting, supporting and training the district's administrative application software, processes and procedures.

### Qualifications:

#### Education/Certification:

- Bachelor's degree in information systems, Computer Science or relevant field and a minimum of two (2) years in administrative application support; or Seven (7) years of experience in administrative application support
- Valid Texas Driver's License

### Special Knowledge/Skills:

- Organizational, communication, presentation, and interpersonal skills.
- Demonstrate initiative, flexibility, and ability to manage workload and achieve results with minimal supervision.
- Strong analytical abilities and attention to detail.
- Strong time management skills and ability to multi-task.

### Experience:

- Experience with student/financial information systems required
- Experience and knowledge in TEA reporting requirements and regulations.
- Experience in report writing and distribution
- Demonstrated expert understanding in computer standards, practices and applications

### Major Responsibilities and Duties:

1. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to PEIMS Data Standards.
2. Responsible for the submission of fall, mid-year, summer and extended year programs reports to the state.
3. Run edits, reports and verification checks on data to ensure accuracy of information.
4. Distribute edits and reports to appropriate staff for analysis, verification, and correction.

## Coordinator of Information Systems

5. Comply with the following District standards for Texas and Federal attendance accounting laws and procedures in the Texas Student Attendance Accounting Handbook.
6. Comply with District standards for Federal enrollment laws and procedures in the Texas Student Attendance Accounting Handbook and the PEIMS Data Standards.
7. Responsible for Data quality in compliance with Performance Based Monitoring.
8. Responsible for PID reporting: (Personal Identification Database) error percentage standards as described in the PEIMS Data Standards.
9. Responsible for PET reporting (PID enrollment tracking) as required by TEA PEIMS.
10. Knowledge and understanding of Student Information Systems/Finance/HR management systems as they relate to PEIMS.
11. Responsible for training staff on Texas and Federal laws and procedures in Discipline Management Reporting and Limited English Proficiency Data Management Reporting as described in the PEIMS Data Standards.
12. Provide team with performance standards, expectations and ongoing feedback regarding progress and constructively address performance problems in accordance with personnel policies and procedures.
13. Serves as technical advisor on the district's administrative applications.
14. Develops and manages the Information Services Department budget.
15. Provides or coordinates the training of district personnel in the proper use of all student technology software applications.
16. Develops and establishes policies, procedures and technology standards. Serves on district committees.
17. Provides data reports to all district staff, as needed in the areas of PEIMS and Student Systems applications.
18. Investigate and resolve application functionality related issues for the purpose of providing support and troubleshooting.
19. Maintains a broad and current knowledge of emerging information services trends. SIS modifications and enhancements, assess impact, anticipate end-user needs, and recommend solutions.
20. Maintains district wide coding and data systems including those for grade book, enrollment, discipline, attendance, calendars, health, and common courses in the student records system for the purpose of providing accurate information for a variety of purposes.
21. Manage and perform student systems annual rollover each school year by creating, configuring, and setting the new school(s).
22. Completes personnel evaluations, reviews and makes recommendations to management.
23. Performs any other duties as assigned by the appropriate supervisor.
24. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption with district operations.
25. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
26. Support the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with all stakeholders. (i.e. direct your X followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
27. Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
28. Upholds and adheres to safety rules and policies of the Socorro ISD safety program.
29. Supports the goals and objectives of the school district and follows all district policies
30. Demonstrates a high level of independent, ethical, and professional conduct.

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

**Mental Demands:** Ability to communicate effectively (verbal and written); interpret policy, procedure, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Frequent district-wide travel and occasional statewide travel; occasional prolonged and irregular hours.

## Coordinator of Information Systems

*This job description 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 that may be required.*

**Evaluation:** Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. The performance of this job will be evaluated in accordance with the provisions of board policy.

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Employee Name (Please Print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.