**Coordinator of Student Information**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Student Services **Classification:** Professional

**Dept/Campus:** Central Office **Paygrade:**  P-2

**Wage/Hour Status:** Exempt **Revised:** Oct 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Perform administrative duties in the management of the District’s electronic student database, including independently collecting and analyzing data and providing training and support for end users. Participate in the overall mission of the Quality Assurance Department by assisting with student transfers and records management. Responsible for the preparation and submission of state and federal reports.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree – preferably in accounting or business

**Special Knowledge/Skills:**

Knowledge of PEIMS reporting process

Knowledge of XML interchanges

Knowledge of records management

General knowledge of accounting, arithmetic, algebra, geometry, calculus, statistics, and their applications

Knowledge of principals and methods of training design and delivery

Working knowledge of electronic database applications and strong Microsoft Excel skills

Ability to interpret policy, procedures, and data

Ability to acquire, analyze and report a variety of data

Ability to effectively communicate (written and verbal) with employees, colleagues, and end users

Must be detail-oriented and thorough in completing work tasks

Ability to design and conduct staff software training

Ability to use personal computer to analyze and organize data into required reports

Ability to transfer files between different operating systems

Ability to work with parents/students on school placement/transfers

**Experience:**

Minimum three years experience with Microsoft Office products and data analysis.

**MAJOR RESPONSIBLITIES AND DUTIES:**

1. Administer the district’s electronic student information system in accordance with TEA and federal guidelines.
2. Maintain the grade book and attendance functions of the system for all campuses, including annual setup, staff training, monitoring throughout the year and troubleshooting.
3. Oversee the daily performance of the electronic student information system.
4. Set up user accounts, regulating and monitoring file access to ensure confidentiality and proper use.
5. Monitor the system to ensure accuracy of data processed and correct data entry errors.
6. Answer user inquiries regarding computer software operation to resolve problems.
7. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
8. Develop training materials and procedures and train users in the proper use of software.
9. Refer major software problems to vendors or technicians for service.
10. Analyze student information upon request, extracting data and formatting into charts, graphs, or presentations.
11. Manage District’s archival records (all stored records no matter their format) and control their destruction in compliance with the Texas State Library and District retention schedules, as well as control retention of District’s historical documents.
12. Establish procedures to ensure the handling of records is carried out with due regard to any requirements imposed by

law and the confidentiality of information in records to which access is restricted by law.

1. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the district’s records management program and legal requirements.
2. Assist with student transfers, including providing information.
3. Responsible for preparing PEIMS data for submission to TEA, including the resolution of submission errors and PID errors.
4. Responsible for the setup and monitoring of the TISD Parent Access System including assigning parent login and

passwords.

1. Attend meetings, workshops, and seminars as necessary to remain informed of PEIMS updates, state, and federal guidelines.
2. Maintain strict confidentiality of information.
3. Be prepared to take initiative and work independently to accomplish the goals and needs of the Quality Assurance department.
4. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
5. Responsible for TSDS submissions.
6. Responsible for the data quality in compliance with Performance Based Monitoring.
7. Coordinates student scheduling and enrollment.
8. Coordinates and manages activity associated with requests for permanent records.
9. Assists with data submission audits or audit inquiries from TEA or related entities.
10. Proposed and documents procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data.

**SUPERVISORY RESPONSIBILITIES:**

Indirect supervision of campus personnel involved with the processing of student information.

**EQUIPMENT USED:**

Computer, relevant peripherals, printer, calculator, audiovisual equipment and other district technology, copier, and multi-line telephone system.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written); ability to instruct others; ability to maintain control under stress; ability to manage multi-tasks; ability to manage staff and be flexible to a variable schedule; and to maintain a clear focus on customer service.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; Typically frequent standing, climbing, stretching, stooping, bending, kneeling, lifting/transport of up to 50lbs. Ability to work with frequent interruptions. Occasional prolonged and irregular hours; frequent district-wide and occasional statewide travel

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date