



JOB DESCRIPTION
PEIMS Data Specialist/Trainer

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The PEIMS Data Specialist under the general supervision of the Chief Technology Officer and the direct Supervision of the Director of Network Services, assists campus personnel in data entry of PEIMS, attendance and report card data, trains and assists staff on use of Student Management System, and provides ongoing training and resolution support with data input and processing for campus staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years experience working with data base systems of teaching experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of computer hardware and software applications
- Ability to develop and deliver technology training to adult learners
- Knowledge of curriculum and technology used in instructional setting
- Strong organizational, communication, and interpersonal skills
- Knowledge of compiling reports as required
- Strong data entry/keyboarding skills

DUTIES AND RESPONSIBILITIES:

1. Performs data entry for PEIMS as required.
2. Assists campus personnel in data entry for PEIMS as well as other student accounting applications.
3. Performs help desk function for the student management system, GradeSpeed, and Parent Connection.
4. Maintains elementary schedules, and compiles and prints elementary report cards.
5. Checks in new hardware and software.
6. Keeps abreast of all current and new laws governing attendance accounting.
7. Attends conferences and workshops to maintain and gain knowledge required for the performance of this position.
8. Trains campuses and central office personnel on use of the Student Management System software.
9. Visits campuses to provide ongoing training and resolve problems with data input and processing.
10. Assists in conducting district workshops on PEIMS and related applications.
11. Creates/Edits Cognos reports for personnel at all district levels.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (written and verbal), concentrate, reason, understand verbal instructions, read, compute, instruct and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds). Ability to perform repetitive hand motions with prolonged use of computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Personal computer and other computer peripherals

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 11, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.