

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Student Data

Job Description

Reports to: Assistant Superintendent-Support Services

Term: 226 Days

Status: Exempt

Primary Purpose:

The Director of Student Data is responsible for the administration of all aspects of student data in compliance with state and federal mandates. Registration, student and family demographics, scheduling, daily and period attendance, grading and transcripts, immunization and other health information, discipline, special academic programs and standardized test results are all part of the student data accounting arena.

Qualifications:

Education/Certification:

Bachelor's Degree

Special Knowledge/Skills:

Knowledge of computer software for educational applications

Knowledge of computer applications, development, and implementation

Evidence of strong organizational, communication, and interpersonal skills

Visionary leadership skills necessary to design, implement, measure, and improve programs/services

Ability to self-start, multi-task, and facilitate problem resolution

Ability to interpret policy, procedures, and data

Experience:

Three years experience in information systems management

Supervisory experience

Public school experience, preferred

Major Responsibilities and Duties:

Records and Reports

1. Develop, implement and maintain the district-wide student management systems used to input data gathered by campus and central office, while enforcing role-based security access to student information.
2. Responsible for the four reports that are due throughout the calendar year to the Texas Education Agency. Under this leadership, student data is extracted according to current state standards; the student data department collaborates with campus and central office personnel to verify all information.

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3. Responsible for integration and analysis of data through the department's custom reports and data exports to complementary systems to facilitate well-informed administrative decisions and projections at both campus and district levels.
4. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to *PEIMS Data Standards*.
5. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data in a timely manner.
6. Provides frequent attendance and demographic reports for campus and district administration that support decision making regarding staffing and finance.
7. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
8. Responsible to submit complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer.
9. Must verify data submitted to TEA and submit corrections in a timely manner.

Training and Technical Support

10. Provide ongoing specialized training, support and documentation to all appropriate district personnel to assist them in defining and serving the needs of their students.
11. Responsible for implementation of the district student management system. Provide training and support to campuses and to business and personnel office staff responsible for the student management system.
12. Provide training and support to campuses and to business and personnel office staff responsible for processing student data.
13. Receive PEIMS-related information from ESC and TEA and disseminate to other staff in a timely manner, including updates to PEIMS Data Standards.
14. Attend all regional PEIMS workshops and disseminate information to appropriate staff.

Other

15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

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Supervisory Responsibilities:

Supervise and evaluate the performance of departmental staff.

Working Conditions:

Frequent travel within the District; occasional travel outside of the District
Prolonged and irregular hours

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

Approved by _____ Date _____

Reviewed by _____ Date _____