

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

## **Coordinator of Student Data**

Job Description

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**Reports to:** Director of Student Data

**Term:** 226 days

**Status:** Exempt

### **Primary Purpose:**

Assists Director of Student Data with collection and reporting of Public Education Information Management System (PEIMS) data in TSDS (Texas Student Data System).

### **Qualifications:**

#### **Education/Certification**

High school diploma or GED

Some college hours preferred

#### **Special Knowledge/Skills**

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Proficient typing, keyboarding, and file maintenance

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

#### **Experience**

Four years in school district support position requiring collecting and entering data; experience using coding systems

### **Major Responsibilities and Duties:**

1. Maintenance and Administration of the Student Information System. Enters data from source documents into district SIS, verifies results according to established procedures, recognizes and corrects errors in original data prior to processing, and returns forms to originator for correction. Primary responsibility for special program data entry as well as verification which impacts district's financial reimbursement from TEA as well as accountability ratings.
2. Prints reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.
3. Responds to requests from district personnel for various reports of student data (Attendance, Scheduling, Discipline, Grading, etc.)
4. Maintains student information including entry/withdrawal, grades, scheduling, discipline and attendance on students assigned to alternative campuses.

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5. Provides help desk support and training district-wide for SIS and numerous other district software programs. In addition, provides assistance to parents with questions regarding registration, enrollment etc.
6. Organizes, supervises, and assists with annual district-wide student registration.
7. Manages and provides support for Limited Open Enrollment Program as approved by Board of Trustees including the interpretation and implementation of policies & guidelines.
8. Primary responsibility for submission of weekly enrollment/withdrawal data to TEA via TSDS/ET.
9. Primary responsibility for managing assignment of Unique IDs in TSDS and resolution of data discrepancies with other districts.
10. Assists Director of Student Data with submission of PEIMS data in TSDS.
11. Travels to district campuses to deliver supplies/reports and provide training on SIS.
12. Primary responsibility for district-wide automated phone calls, informational as well as emergency.
13. Participates in sending out alerts to administration concerning priority notification events such as arrests, medical emergencies, and drills on campuses.
14. Assists as needed at the quarterly Board Recognition Ceremonies.
15. Manages ordering and maintenance of supplies for Student Data Office as well as printing supplies for campuses related to Student Data.
16. Assigns students to campuses as needed using discretion and independent judgement according to district policy & procedure.
17. Perform other duties as assigned.
18. Maintain confidentiality.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, printer, calculator, fax machine, and copier.

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**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; Repetitive hand motions; prolonged use of computer.

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 \_\_\_\_\_