



# Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

## PEIMS COORDINATOR

- Qualifications:**
1. Bachelor's degree or experience in a school environment;
  2. Minimum of two (2) years experience as a district PEIMS representative or other previous PEIMS experience;
  3. Four (4) years experience in school district administrative support position requiring collecting and entering data;
  4. Ability to meet established deadlines; and
  5. Strong organizational, communication, and interpersonal skills.

**Terms of employment:** Annual Contract: 250 days

**Salary:** Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010  
Pay Grade Administrative/Professional (AP) 112

Minimum	Midpoint	Maximum
\$56,675	\$69,118	\$81,560

**Inquiries should be made to:** Margaret Reed  
Director, Information Services  
Phone: 281-897-1372  
E-mail: [margaret.reed@cfisd.net](mailto:margaret.reed@cfisd.net)

**Applications accepted online. For information:** Human Resources  
10300 Jones Road, Suite 238  
Houston, Texas 77065  
Phone: 281-517-2680 Fax: 281-517-2826  
e-mail: [patricia.eaves@cfisd.net](mailto:patricia.eaves@cfisd.net)

J.H.

[Apply online](#)  
Category: 19-Coordinator (Job # 5199)

**Deadline for application:** October 7, 2009 or until filled  
*Peimcoord09*

## **ESSENTIAL FUNCTIONS:**

1. Coordinate the collection, integration, and formatting of all data required for the PEIMS submission according to PEIMS Data Standards and Student Attendance Accounting Handbook.
2. 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.
3. Run edits, reports, and verification checks on data to ensure accuracy of information.
4. Submit complete and accurate PEIMS data in Texas Education Agency (TEA) prescribed format.
5. Coordinate support and training for the Texas Records Exchange (TREx) system.
6. Provide training, guidance, and assistance to all attendance secretaries and campus registrars.
7. Receive PEIMS-related information from TEA and disseminate to other staff in a timely manner.
8. Continually maintain and demonstrate an attitude consistent with the concept and goal of achieving outstanding customer service levels and customer satisfaction.
9. Perform other duties as assigned.