



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

PEIMS SPECIALIST/TRAINER (REPOST)

- Qualifications:**
1. Bachelor's degree or equivalent work experience;
 2. Minimum of one (1) year experience with Sungard Student Information System;
 3. Minimum of one (1) year experience with registration and attendance procedures;
 4. Knowledge of PEIMS student data requirements; and
 5. Strong organizational, communication, and interpersonal skills needed.

Terms of employment: Probationary/Term 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) 102

Minimum	Midpoint	Maximum
\$36,478	\$46,173	\$55,865

Inquiries should be made to: Margaret Reed
Director, Information Services
Phone: 281-897-1372
e-mail: 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

J.H.

[Apply online](#)
Category: 9-Technology (Job #5201)

Deadline for application: October 21, 2009 or until filled
Peimsspectrainer09

ESSENTIAL FUNCTIONS:

1. Train customers on Sungard Pentamation.
2. Provide guidance and assistance to campus PEIMS representatives involving data collection and data entry.
3. Develop handbooks and other documentation required for end user training.
4. Assist PEIMS Coordinator in preparing the District's PEIMS data submissions to Region IV.
5. Continually maintain and demonstrate an attitude consistent with the concept and goal of achieving outstanding customer service levels and customer satisfaction.
6. Perform other duties as assigned.