



Job Description

Title: PEIMS Coordinator

Reports to: Head of Schools

Qualifications:

- Minimum High School Diploma, Bachelor's Degree preferred but not required
- Experience in school district administrative support position that required collecting and entering data
- Minimum 4 years of experience coding within Texas Student Data System (TSDS) and PEIMS data in school district (Required)

Organizational Overview

Opening in the fall of 2018 with 240 students in 5th-8th grade, Yellowstone College Prep (YCP) is a community school preparing community leaders. At Yellowstone, we inspire, empower, and invest in our students to achieve their highest potential and fulfill their intended purpose. Our model includes smaller class sizes (capped at no more than 20 students per class), and a culturally relevant, interdisciplinary experience that includes rigorous academics, strong character education, and a focus on parent and community engagement. YCP will grow by a grade level each year, eventually serving students in 5th-12th grade.

Yellowstone College Prep operates on a beautiful Third Ward campus built in 1927 that is less than half a mile from downtown Houston. As part of its unique program, YCP is co-located with Yellowstone Academy, a private Christian school that serves students in preK3 through 4th grade. This innovative public/private hybrid is the first of its kind in the state of Texas. These two schools will operate through a shared services agreement as they leverage the Academy's fifteen years of success and expand to serve nearly 1,000 students in pre-K through 12th grade within the next five years.

At Yellowstone, we believe that no significant learning can occur without significant relationships. Staff will be supported by a school leadership model that includes a Superintendent, Head of Schools, Dean of Academics, and a Dean of Students. Collectively, the leadership team has over forty years of educational experience in Houston. We are building an incredible team of educators, and we invite you to join us.

The PEIMS Coordinator is responsible for managing the collection and reporting of Yellowstone's Public Education Information Management System (PEIMS) data. The PEIMS Coordinator provides assistance to school personnel on student information functions, and generates data reports to inform the work of the campus departments. The Coordinator will process student enrollment, transfers, and withdrawals for the campus. In addition they will be the system manager for financial, student, electronic grade books and maintain accurate attendance records for the campus. They will ensure efficient operation of the school office and provide clerical services for the school's administrative staff.

Primary Responsibilities

System Level Records and Reports

- Coordinate the collection, integration and formatting of all data required for PEIMS submission according to TEA PEIMS Data Standards
- Work cooperatively with campus, business office, and human resources staff to collect, organize, and format data required for submission of district PEIMS data in a timely manner
- Run edits, reports, and verification checks on data to ensure accuracy of information
- Distribute edits and reports to appropriate staff for analysis, verification, and correction.
- Submit complete and accurate PEIMS data in the Texas Education Agency (TEA) prescribed format to the education service center (ESC) for processing using a computer terminal or personal computer
- Verify data submitted to TEA and submit corrections in a timely manner
- Maintain student management system parameters for the campus
- Create and disseminate information on behalf of the PEIMS Department
- Participate in the evaluation of SIS (Student Information Systems) PEIMS Modules for accuracy and comprehensiveness
- Provide accuracy of information through editing reports and verification of data
- Ensure appropriate staff receives edits and reports for analysis, verifications and corrections

Campus Level Records and Reports

- Collect and enter attendance and PEIMS data into established database and verify the data's accuracy according to established procedures
- Prepare and print reports, including attendance reports, grades, class or personnel rosters, end of semester reports, or accounting reports
- Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable
- Process new student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases
- Assist parents, students and faculty with questions regarding student attendance
- Process and transmit requests for student information and transcripts
- Call parents to verify student absences as needed
- Report all attendance problems to a designated administrator

Training and Technical Support

- Provide guidance to campuses regarding TEA required reports such as the Campus Summary Report, Attendance Verification Report, Enrollment Verification Report and Student Detailed Report
- Provide training and support to campuses and to business and human resources staff responsible for processing PEIMS data
- Provide onsite support for new personnel

- Receive PEIMS-related information from ESC and TEA, and disseminate to other staff in a timely manner, including updates to PEIMS Data Standards
- Attend all regional PEIMS workshops and disseminate information to appropriate staff as assigned by the PEIMS Coordinator

Front Office Support

- Assist in receptionist duties for main office as needed
- Reception and phones
- Assist students, teachers, and parents as needed
- Receive incoming calls, take reliable messages and route calls to appropriate staff
- Update handbooks, policy manuals, and other documents as assigned

Additional Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use computer and software programs to develop spreadsheets, perform data analysis, and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills

Ability to perform basic math

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

Ability to understand detailed written or oral instructions

Yellowstone Values

Every employee at Yellowstone College Prep is committed to our PRIDE values:

Positive: At Yellowstone, we smile first. We are a positive presence on campus and extend a good-natured grace and enthusiasm in all personal interactions.

Responsible: We follow through on our promises and commitments. We own our actions and will never settle for less than our best effort.

Integrity: We demonstrate integrity in all circumstances and always put the best interests of the broader Yellowstone community first. We “walk the talk” and lead by example.

Determined: We anticipate and overcome challenges. We are resilient in the face of obstacles and are committed to the success of every member of the Yellowstone community.

Excellence: We hold everyone (families, students, colleagues) to the highest standard of excellence and constantly look for ways to enhance the Yellowstone experience.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. Yellowstone College Prep offers a competitive benefits package that includes enrollment in the TRS retirement system, medical, dental, and vision insurance, and supplemental life and short-term disability insurance.

Application Process

To apply for this position, please complete the application at www.yellowstonecollegeprep.org. As part of this application, you will be asked to upload a resume and cover letter. Qualifying applicants will be contacted for the next stages of the interview process.

YELLOWSTONE COLLEGE PREP IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY, WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION OR VETERAN STATUS.