

**DEER LAKES SCHOOL DISTRICT
ADMINISTRATION**

POSITION DESCRIPTION

POSITION TITLE: PIMS Coordinator/SIS Specialist & Secretary for the Assistant Superintendent and Business Manager

QUALIFICATIONS:

1. High School Diploma required; Business School or Associates degree preferred.
2. 1-3 years administrative support experience within a school district or intermediate unit preferred. A combination of related education and work experience will be considered.
3. Intermediate level expertise with MS Office and Google Docs programs required, including familiarity and ability to utilize email, word processing, spreadsheets, and databases.
4. Experience with PIMS reporting strongly preferred.
5. Experience using Skyward strongly preferred.
6. Strong organizational skills.
7. Ability and experience in working as a member of a team.
8. Effective verbal and written communication skills and interpersonal skills, including excellent phone skills.
9. Self-motivator, independent, cooperative, collaborative, flexible, creative, and responsible.

REPORTS TO: Assistant Superintendent and Business Manager

ACCOUNTABILITY OBJECTIVE:

This position is responsible to assist and support the Assistant Superintendent and Business Manager, maintain the student information system, and PIMS coordination.

PERFORMANCE ACCOUNTABILITIES:

1. Make notification to local newspapers for advertising under legal perimeters that governs such advertising.
2. Process and maintain all records on the computer as directed by the Assistant Superintendent and Business Manager. These records include, but are not limited

to: Act 48 records, PIMS information, in-service training agendas and any other related business/curriculum records.

3. Provide the necessary clerical assistance for the Assistant Superintendent/Business Manager.
4. Maintain knowledge of the district's SIS software program and provide support to secretaries, counselors, faculty, and administrators in the use of the SIS software program.
5. Function as a team player to accurately manage student and staff data and produce reports while ensuring that all information is completed in a timely and confidential manner.
6. Run reports in the student information system to monitor errors in student enrollment, withdrawal, graduation, drop-out records to ensure data is accurate and in compliance for district, state, and federal reporting.
7. Responsible for coordinating data entry, data maintenance, and data correction in district information systems for state-required PIMS reporting;
8. Responsible for writing reports on PIMS data in district information systems and distributing reports for end-user review;
9. Responsible for coordinating various end-users including, but not limited to those users in the Child Accounting Department, Center for Language Assessment, Data Processing Department, Special Education Department, Human Resources Department, in addition to school secretaries and school administrators in reviewing reports, maintaining PIMS data in district information systems, and in meeting reporting deadlines;
10. Responsible for running and reviewing reports from PIMS State system and distributing same reports for end-user review and action;
11. Responsible for uploading PIMS files downloaded from District information systems to the PIMS State system, addressing errors resulting from file upload, and ensuring files loaded by State-identified deadline dates;
12. Responsible for contacting the PIMS Help Desk to log issues and/or questions on behalf of the district related to PIMS;
13. Responsible for reviewing updated PIMS Manuals and addressing changes as needed with end-users;
14. Responsible for working with district's information system vendors in handling changes to PIMS reporting requirements.

15. Responsible for attending webinars, meetings, and/or conferences conducted by State and/or information system vendors on PIMS reporting subjects.

16. Any other related duty or responsibility the Superintendent or designee interprets as a function of the PIMS Coordinator/SIS Specialist & Secretary for the Assistant Superintendent and Business Manager.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling up to 20 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle general office supplies and materials
- Moving fingers and hands in a repetitive manner for typing purposes
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT: Twelve (12) months; 260 days; Salary, work schedule and other conditions of employment are in accordance with current District policies and procedures.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the policies of the Deer Lakes School District

APPROVED BY

THE SUPERVISOR: _____ DATE: _____

REVIEWED BY

THE INCUMBENT: _____ DATE: _____