

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT  
871 Taylor Street  
Hughes Springs, Texas 75656  
903-639-3800  
VACANCY ANNOUNCEMENT

DATE: 1/10/2023

POSITION TITLE:

District PEIMS Data Coordinator  
\*\*\* New Position Within The District \*\*\*

SALARY/BENEFITS:

12 Month Employee (226 Days), 8 hour work days  
\$18.84 – \$27.12 per hour, depending on experience  
\$25,000 life insurance policy  
Free Telehealth for employee & dependents  
\$300 monthly towards insurance (if you take school insurance)  
5 state leave days yearly, 4 local leave days yearly  
10 vacation days

POSITION REQUIREMENTS:

Must be 18 years of age  
High School Diploma or GED Certificate  
Valid Texas Driver's License  
Must pass background checks & fingerprinting  
**Previous experience with PEIMS is a requirement**  
Previous experience with Skyward preferred

JOB DUTIES:

- Coordinate the collection, integration and formatting of all data for PEIMS submissions according to the Texas Education Agency's PEIMS Data Standards
- Work cooperatively with district and campus personnel and campus PEIMS clerks to submit district PEIMS data according to prescribed state deadlines
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures. Run edits, reports and verification checks on the PEIMS data to ensure accuracy of information.
- Provide training and support to the campus PEIMS clerks.
- Receive PEIMS related information for TEA and ESC8, attend all regional PEIMS workshops and disseminate information to other staff in a timely manner, including updates to the PEIMS Data Standards.
- Ability to use software to develop spreadsheets and databases, and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- A complete list of job duties will be provided during the interview process

**APPLICATION PROCEDURES:**

Application available at [www.hsisd.net](http://www.hsisd.net) (*Sitemap: Administration – Employment*)

Print, then fax or email application to:

Kristina Gardner, Director of Curriculum & Special Programs

Office: 903-639-3811 Fax: 903-639-2624

Email: [gardnerk@hsisd.net](mailto:gardnerk@hsisd.net)

**APPLICATION DEADLINE:**

April 15, 2023

Preferred Start Date: June 2023 or July 2023

*An Equal Opportunity Employer*

House Bill 1130, 77<sup>th</sup> Legislature, May 2001

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3805.