



Fort Cherry School District

Job Description

Title: PIMS Coordinator/General Registrar

Overview: Employee shall collect, organize, and report District data mandated by federal, state, and local law, regulations, protocols, and/or procedures; responsible for process development, documentation, and data submission for District student information system, student registration, PIMS reporting, as well as any other data collection and/or matrix

Location: Central Office

Reports to: Superintendent

Supervises: NA

Coordinates with: All Administrative and Supervisory Personnel of the School District
All Employees of the School District either directly or indirectly

Essential Duties:

1. Serve as point of contact for all District PIMS reporting
(This includes maintaining files for the state audit review)
2. Coordinate and maintain the Student Management Database for reporting local, state, and federal reports
3. Responsible for coordinating accurate data entry, data maintenance, data submission and data correction in the District information system for State mandated PIMS reporting
4. Serve as Security Administrator for the District
5. Maintain current knowledge of PIMS requirements as designated by the state, including attending necessary webinars, meetings, and/or conferences by the state or SIS vendor regarding PIMS



6. Ensure the accurate uploading of PIMS data through continuous communications with the state and key District personnel
7. Responsible for the collection, maintenance, and submission of confidential data to include student information, program facts, student enrollments, staff information and assignments, courses offered and instructors, course enrollment, school calendar, District annual facts, special education services, events and facts, and other required information as defined by the PA Department of Education
8. Responsible for PAsecureID Review
9. Responsible for State Assessment Review reported through PIMS
10. Prepare and submit all required PIMS reports according to the established timelines
11. Maintain District's Student Management Systems, entry and withdrawal data
12. Maintain cyber/charter/court-ordered/foster/homeless/special education placement/instruction in the home/homebound school records in PIMS system
13. Assist, as needed, other Administrators in the preparation and submission of the Support Personnel Report and SHARRS Report
14. Maintain student database for the District Child Accounting
15. Coordinate the data processing aspects of Student Management for District attendance, grading, and scheduling
16. Meet and coordinate with new families and District Administration for registration, enrollment, and withdrawal
17. Provide Help Desk Support to District employees on SIS and MyPDE Suite
18. Assist the Director of Curriculum with demographic data on students/teachers for testing software (CDA, 4Sight, Dibels, CPA, PSSA, Keystones, PSAT, SAT/ACT)
19. Coordinate and maintain backup data regarding information on students' membership and attendance for audit purposes through the Auditor General's Office for Schools



20. Responsible as Security Administrator for the District on Ed Hub which requires reviewing security and insuring that the correct people are in the right roles to access PDE for reporting and in the future extracting reports which contains information about data submitted into PIMS for analyzing
21. Communicate effectively with all members of the District and Community
22. React to change productively and handle other tasks as assigned
23. Maintain confidentiality
24. Support the mission, vision, and belief statements of the District
25. Any other responsibilities assigned by the Superintendent

Qualifications and Skills:

- Associate's degree in Technical or Business field, Bachelor's degree preferred
- Two (2) years of successful data management experience in public education preferred
- Experience in completing government reports including federal, state and local reports
- Demonstrate an above average working knowledge of other computer technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to acquire a working knowledge of the PIMS system and reporting practices
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:



Employment obligations will be defined in the Educational Support Personnel Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement