EMPLOYMENT NOTICE

TITLE	Technical Specialist Student Services

QUALIFICATIONS

o Bachelor's Degree preferred or equivalent work experience
o One-three years school district work experience or acceptable work experience
o Prefer knowledge of Public Education Information Management System (PEIMS)
o Prefer knowledge of Texas Education Agency (TEA) Student Attendance Accounting Handbook and PEIMS Data Standards
o Prefer knowledge and experience in TEA state-sponsored student information system (TxEIS)
o Ability to use personal computer and Windows Office applications
o Proficient in using Windows, Internet and Email
o Prefer experience in problem solving techniques and working in a client-based environment
o Prefer experience working in a network/database environment

REPORTS TO   Student Systems Supervisor/Data Services Coordinator

JOB GOAL   To provide efficient and quality customer support to all districts in the ESC Region 15 TxEIS area using the state-sponsored TxEIS student accounting software

PERFORMANCE RESPONSIBILITIES

o Demonstrate strong organizational skills
o Demonstrate strong communication, public relations and interpersonal skills
o Ability to meet established deadlines
o Maintain job related confidentiality
o Utilize problem-solving skills to assure compliance with reporting deadlines
o Utilize good judgment in making decisions appropriate for job responsibilities
o Assist districts in understanding and applying the Texas Education Agency Student Attendance Accounting Handbook rules and regulations, PEIMS Data Standards, and Texas Records Exchange System (TREx) Data Standards.
o Develop and provide training and documentation to districts to improve data quality in PEIMS reporting to TEA

- o Maintain overall working knowledge of the PEIMS Edit+ System, PET, & SAF
- o Develop and provide implementation, training, and documentation to districts in the use of the TEA state-sponsored student information system (TxEIS) in the areas of (and additional applications as needed):
  - o Student Registration
  - o Attendance Accounting
  - o Grade Reporting
  - o Discipline
  - o PEIMS Reporting
  - o Scheduling
  - o Special Education
  - o txGradebook and txConnect
- o Provide technical assistance in database management, conversions, and related areas
- o Test TEA state-sponsored student information system (TxEIS) for accuracy and performance
- o Provide accurate and timely telephone, on-site, remote and email assistance to district clients in the areas of the Texas Student Data System, TEA state-sponsored student information system (TxEIS), and PEIMS systems
- o Provide support for Texas Records Exchange (TREx)
- o Communicate and coordinate with TxEIS personnel and TEA as needed for product improvement and to assure accuracy in student data management and reporting
- o Fulfill certification requirements in TxEIS product in accordance with state definitions and within required timeframe
- o Be willing and available to travel (occasional overnight)
- o Comply with all ESC Region 15 policies and procedures
- o Perform other duties as assigned by the Student Systems Supervisor, the Data Services Coordinator or the Executive Director

SPECIAL CONSIDERATIONS	o Salary is contingent upon qualifications and experience o Travel required (some overnight)
TERMS OF EMPLOYMENT	Position available immediately. Open until filled.
EVALUATION	Performance of this job will be evaluated in accordance with the provisions of the Education Service Center Region 15 Board policies.
FOR ADDITIONAL INFORMATION CONTACT	Myra Sonnenberg, Data Services myra.sonnenberg@esc15.net Education Service Center Region 15 612 South Irene

P.O. Box 5199
San Angelo, TX 76902
Phone: 325-658-6571
Fax: 325-655-4823
Application form can be downloaded from:
    Website www.esc15.net
    Employment Opportunities
    ESC Region 15 Employment

AN EQUAL OPPORTUNITY EMPLOYER