

**Job Title:** SPED PEIMS Secretary/Frontline Administrator

**Wage/Hour Status:** Nonexempt

**Reports to:** Asst. Director of SPED

**Pay grade:** C7 **Days:** 226

**Dept./School:** Special Education

**Date Revised:** May 2023

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## **Qualifications:**

### **Education/Certification:**

High school diploma or equivalent

### **Special Knowledge/Skills:**

Proficient keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills and calculator operation

Ability to use computer software to develop spreadsheets, databases, and word processing documents

Ability to use copier, fax machine and multifunction telephone system

Strong organizational skills

### **Experience:**

Two years secretarial or bookkeeping experience, preferably in the public education environment

## **Major Responsibilities and Duties:**

Align the major functions of the assignment with district goals such that all students succeed.

1. As the primary administrator of the data management system for the district, provide support for district staff by assisting in training on the use of, providing technical support, generating multiple data reports, and serving as a liaison between the data management program company and district staff as needed. This includes 504 Coordinators/Dyslexia Specialists, Nurses, Teachers, and Principals/Assistant Principals in addition to all district Special Education Staff.
2. Process initial referrals to special education and maintain documentation of associated timelines for State Performance Plan Indicators.
3. Serve as department liaison with the Transportation Department to ensure students receive Special Transportation services in accordance with their IEP.
4. Coordinate accurate PEIMS reporting, including entering of data and generating reports.
5. Serve as department liaison for STAAR reports and data entry into PEIMS, Data Integrity services for Special Education PEIMS needs, and point person for contact with AWARE personnel.
6. Summer duties include, but are not limited to: preparation of Special Education PEIMS for rollover, maintain log of initial summer testing, enter PEIMS pending rollover for the next school year, in addition to other duties to maintain department files and data.
7. In the absence of Medicaid/SHARS secretary, ensure Random Moment Time Studies are completed within the timeline.
8. Back up for Frontline absence entry for special education department.
9. Assist with completing special education records requests in absence of Records Clerk.
10. Maintain physical and computerized department files.
11. Answer incoming calls, take reliable messages, and route to appropriate staff.
12. Assist administrative staff with clerical duties.
13. Maintain confidentiality of information.
14. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions; maintain emotional control under stress. Extended periods of work seated at a desk, repetitive hand motions; prolonged use of computer. Occasional lifting of items up to 20 pounds.

*Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, martial or veteran status, medical condition, or disability, or any other legally protected reason.*



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_