

Job Title	PEIMS Specialist	FLSA Category	Non-exempt
Department	PEIMS	Position Type	Fulltime - Remote
Reports To	PEIMS Manager Senior PEIMS Manager PEIMS Director	Pay Band	\$22.00 - \$30.00
Prepared By	J. Elliott	Prepared Date	5.11.2026

Position Summary:

inSchools' PEIMS Specialists support PEIMS and TSDS reporting operations for multiple school clients through data processing, reporting support, compliance review activities, and operational assistance. This role serves as a support within the PEIMS department and plays a key role in ensuring accurate, timely, and compliant student data reporting.

The PEIMS Specialist position is designed for individuals with strong technical aptitude, attention to detail, and foundational PEIMS expertise who are developing deeper subject matter expertise within Texas public school reporting and compliance systems. This role supports PEIMS Managers and Senior Managers through data-focused work, submission support, research, validation activities, and project coordination and works collaboratively with campus and district staff.

The PEIMS Specialist is expected to demonstrate strong analytical skills, customer service, initiative, and a commitment to continuous learning in a fast-paced, compliance-driven environment.

Essential Functions:

Is regular attendance based on the authorized schedule as essential function? ☒ Yes ☐ No

PEIMS & TSDS Reporting Support

- Support the preparation, validation, and submission of PEIMS and TSDS data for client schools
- Assist with data entry, data verification, and reporting review activities
- Run validations, reports, and submission checks to identify data errors or inconsistencies
- Support Unique ID, Enrollment Tracking, PEIMS, Core Collections, and other state reporting processes
- Assist with maintaining accurate and auditable reporting documentation
- Monitor assigned reporting tasks and deadlines to ensure timely completion

Data Analysis & Compliance Support

- Review student, attendance, and program data for accuracy and compliance
- Research and troubleshoot data discrepancies and reporting issues
- Assist in identifying potential compliance concerns and escalating issues appropriately

- Support attendance reviews, coding verification, and funding-related data checks
- Assist with audit preparation and documentation gathering as needed

Research, Projects & Operational Support

- Conduct research related to TEA guidance, reporting requirements, and compliance updates
- Support department projects, workflow initiatives, and process improvement efforts
- Assist with onboarding support for new client schools and systems
- Support internal tracking systems, reporting calendars, and project coordination activities
- Assist with maintaining departmental documentation, SOPs, and process guides

Client & Team Support

- Serve as a PEIMS resource and support contact for assigned client schools
- Provide responsive support to client schools regarding routine PEIMS and reporting questions
- Communicate technical information clearly and professionally to internal and external stakeholders
- Collaborate effectively with PEIMS Managers, Senior Managers, and cross-functional departments
- Participate in internal trainings, meetings, and professional development opportunities
- Support the department through additional duties and special projects as assigned

Education and Experience:

Required:

- Minimum 1–3 years of related PEIMS, student data, registrar, attendance, or public school reporting experience
- Familiarity with TSDS submissions and TEA reporting requirements
- Strong attention to detail and data accuracy skills
- Strong analytical and organizational abilities
- Proficiency in spreadsheets and data review processes
- Ability to work independently in a remote environment
- Stable high-speed internet access and dedicated remote workspace

Preferred:

- 3+ years related experience
- Experience supporting Texas charter schools and/or ISDs
- Experience with student information systems and PEIMS reporting platforms
- Bachelor's degree or industry certifications
- Experience supporting attendance accounting or student records processes

Knowledge, Skills, and Abilities:

- Working knowledge of PEIMS, TSDS, and Texas public school reporting practices

- Strong attention to detail and commitment to data accuracy
- Ability to analyze and interpret data effectively
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Strong customer service and collaboration abilities
- Ability to learn new systems, reporting requirements, and technical processes quickly
- Ability to manage multiple priorities and deadlines
- Ability to work collaboratively within a remote team environment
- High level of professionalism, accountability, and initiative

Supervisory Responsibilities:

- None

Core Values: As a valued member of our team, you will be expected to uphold and embody our company's core values of:

- Integrity
- Accountability
- Diversity
- Passion
- Leadership
- Collaboration, and
- Quality

These values serve as the foundation of our organization and guide our interactions with colleagues, Client-Partners and vendors. Your commitment to these principles will contribute to a positive and productive work environment.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Environment: As a remote employee, you will have the flexibility to work from the comfort of your own home. This allows for a more personalized and efficient work environment. You will need to have a dedicated workspace with reliable internet access and the necessary equipment to perform your job duties. While working remotely offers many benefits, it also requires strong self-discipline, effective

time management, and excellent communication skills to maintain productivity and collaborate effectively with team members.

Travel: While infrequent, travel may occasionally be required for conferences, trainings, meetings, or client support activities.

Disclaimer: This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities, or requirements.

InSchools complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential job functions.

Employment with inSchools is "at-will," meaning that either inSchools or an employee may terminate the employment relationship at any time with or without cause, notice, reason, or justification.