The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.

The data collected through the PEIMS electronic collection method has:

- A standard set of definitions, codes, formats, procedures, and dates for the collection of data published as the PEIMS Data Standards;
- Standard edit procedures;
- An established database design;
- A production system to format and load data into the TEA enterprise database; and
- Written documentation describing the numeric and alphanumeric values stored in the database published as the Data Documentation.

For the PEIMS electronic collection, school districts submit their data via standardized computer files, as defined by the PEIMS Data Standards.

Technical support for gathering the data from district databases is supplied by one of the twenty educational service centers (ESCs) or by private vendors. A software system of standard edits, to enhance the quality of data, is used by ESCs and again by the agency on district data submissions. Currently, the major categories of data collected are:

- organizational,
- budget,
- actual financial,
- staff,
- student demographic,
- program participation,
- school leaver,
- student attendance,
- course completion, and
- discipline.

TEA manages other collections for evaluation, monitoring, funding, or auditing. Many are automated, electronic collections.

In compliance with the Texas Education Code, PEIMS contains only the data necessary for the legislature and TEA to perform their legally authorized functions in overseeing public education.
Primary Purpose: Under moderate supervision, coordinate the collection and reporting of district Public Education Information Management System (PEIMS) data.

Special Knowledge/Skills: Ability to maintain accurate and auditable records. Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing. Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills. Ability to perform basic math. Ability to meet established deadlines. Strong organizational, communication, and interpersonal skills. Ability to understand detailed written or oral instructions.

Major Responsibilities and Duties:
- Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency PEIMS Data Standards.
- Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines.
- Run edits, reports, and verification checks on data to ensure accuracy of information.
- Distribute edits and reports to appropriate staff for analysis, verification, and correction.
- Submit complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer.
- Compiles and submits TEA required PET data weekly, as well as reviewing and researching PET reports.
- Responsible for the submission of fall, mid-year, summer and extended year programs reports to the state.
- Responsible for PID reporting: (Personal Identification Database) error percentage standards as described in the PEIMS Data Standards.
- Responsible for assigning Texas State Service ID’s for all state approved courses as described in the PEIMS Data Standards.
- Responsible for the Data quality in compliance with Performance Based Monitoring.
- Verify data submitted to TEA and submit corrections in a timely manner.
- Provides guidance to campuses regarding TEA required reports such as the Campus Summary Report, Attendance Verification Report, Enrollment Verification Report and Student Detailed Report.
- Creates and disseminates information on behalf of the PEIMS Department.
- Participates in the evaluation of SIS (Student Information Systems) PEIMS Modules for accuracy and comprehensiveness Training and Technical Support.
- Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.
- Receive PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to PEIMS Data Standards.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Compile, maintain, and file all reports, records, and other documents as required.