

LIMESTONE CHARTER ASSOCIATION
Coordinator of Student Information Systems

OVERVIEW

The Coordinator of Student Information Systems will assist in leading the technical administration of PowerSchool and any additional PowerSchool modules (LMS, Assessment, Insights, etc.) used by the Association and its member schools. In addition, the Coordinator of Student Information Systems will assist and train school administrators with using these tools. This position will also assist in State reporting of student information. This position reports to the Director of Student Information Systems.

RESPONSIBILITIES include assisting with the following tasks:

- Transfer all new member PowerSchool data from sending sponsor to LCA maintaining the current environments, including user accounts and security groups/roles, and recommend improvements in process and workflows according to PowerSchool best practices.
- Plan and execute basic and advanced database functions as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases and program updates.
- Create and maintain advance reporting capabilities within PowerSchool.
- Lead the research, analysis, requirements, design, testing and implementation of new PowerSchool-related features, customizations, and add-on modules.
- Monitor ongoing operations and data integrity and assist with data audits.
- Support state/federal reporting.
- Maintain appropriate system documentation on procedures and configurations.
- Serve as second-line support to help desk and school based specialist on user questions and problems with PowerSchool with ultimate responsibility for end user support.
- Coordinate and administer PowerSchool trainings to school and district staff.
- Manage a PowerSchool user group within the Association to include meetings and virtual knowledgebase.
- Host a bi-annual Data Quality Institute for all member schools.

QUALIFICATIONS:

- Excellent leadership and organizational abilities
- Excellent customer service and communication skills, written and verbal
- Ability to work with people of various backgrounds with all levels of technical knowledge
- Strong analytical and problem-solving skills
- Bachelor's degree in computer science or related area or equivalent experience
- Prefer 2 years' experience managing a PowerSchool student information system at the district level. Must have at least 1 year SIS experience and 2 years systems administration/management experience.
- Prefer SAS and SQL coding language proficiency and query knowledge base for the PowerSchool Student Information System.

Salary commensurate with experience