

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: POWERSCHOOL ADMINISTRATOR

SUPERVISOR: Superintendent, Business Manager, and Assessments Coordinator

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. Strong customer service orientation, responding to customer (teachers, staff, parents, and students) needs in a timely manner.
2. Excellent verbal and written communication skills, including electronic formats.
3. Proficient in databases, spreadsheets, word processing software, and data analysis software.
4. Ability to set priorities and manage multiple projects simultaneously while meeting customer expectations.
5. Ability to learn quickly, flexibility to adapt to constantly changing environments, and problem-solving skills.
6. Must possess respect for confidentiality
7. Bachelor's degree in education, computer science, or business, or database administration experience.

ESSENTIAL FUNCTIONS:

1. Manage PowerSchool updates and revisions in software. Maintain current knowledge of PowerSchool by attending available conferences. Ensure accurate data entry into PowerSchool.
2. Coordinate data collection from various sources for state and federal reporting. Run and upload required state and federal reports in compliance with posted deadlines.
3. Assist teachers with student reporting, attendance, and communicating with parents as needed. Provide Professional Development in PowerSchool for teachers and staff as needed.
4. Assist Assessment Coordinator with state assessments as needed.
5. Prepare for interim and common assessments (both paper and pencil and KCA) in a timely manner according to current local and state assessment schedule. Prepare and distribute detailed reports of common assessment results when testing window is closed.
6. Provide technical support for DMS issues; liaison with programmer to resolve software issues.
7. Troubleshoot minor technology issues with teachers and staff.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the central office.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting, and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS of EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013