Title:	PowerSchool Coordinator
Reports to:	Director of Testing & Accountability
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Graduation from high school supplemented by specialized course work in the area of technology, and 1 to 2 years of experience in the use of PowerSchool; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Essential Job Functions:

- Coordinates all PowerSchool (Student Information System) activities for the LEA
- Oversees, trains and supervises school based PowerSchool Data Managers
- Ensures compliance of all state mandates and state reporting involving student data
- Manages and creates course codes for all schools
- Creates a yearly PowerSchool timeline
- Serves on the school calendar committee
- Works collaboratively with the Testing and Accountability Director to see that State ABC Accountability tasks are completed by each school
- Works collaboratively with the Exceptional Children's' Director to ensure that EC students' data is correct
- Works collaboratively with the Assistant Superintendent of Human Resources to ensure accurate reporting of teacher activities/classes taught in each school
- Works collaboratively with the Drop-out Coordinator to ensure accurate reporting of drop-outs
- Trains and works with the PowerSchool Teacher Mentors on the Teacher Gradebook
- Conducts PowerSchool trainings periodically throughout the school year to keep data managers knowledgeable of PowerSchool and any updates to PowerSchool
- Conduct PowerSchool trainings for data managers on instructional based reports for administration and teachers
- Trains new PowerSchool Data Managers
- Serves as backup PowerSchool Data Manager when a school has a vacancy
- Serves on the interview team for PowerSchool positions, if requested by the principal
- Receives correspondence from DPI that relates to student data and determines a plan of action to get the task done
- Serves as the LEA's PowerSchool help desk
- Communicates with the DPI PowerSchool help desk when needed
- Attends Monthly Administration Meetings
- Attends Bi-Monthly regional HomeBase meetings

- Attends the yearly PowerSchool conference to stay abreast of updates/changes to the PowerSchool system and systems that work with PowerSchool and student data policies and procedures
- LEA Coordinator for the NC Student Identification System – Determines if student records that are similar are a match or no match
- Reviews and disapproves back to the school level or approves to the DPI level all uniformed education reports; example, Principal Monthly Reports, School Activity Report, etc.
- Manages user access to PowerSchool and security roles for all PowerSchool users
- Generate reports/spreadsheets on student data as requested by school and/or LEA administrators
- Serves as backup for generating transcripts for previous year students
- Verifies charter school enrollment when requested by the Finance Officer
- Is responsible for the day 10 enrollment report at the beginning of each school year and throughout the school year
- Enters new staff members in PowerSchool and assigns SchoolNet roles and a security group for the staff member
- Resets passwords for students and staff in the NCEDCloud system when needed
- Works with the middle schools and high schools scheduling teams
- Completes all other tasks assigned by the Director of Testing & Accountability and the Superintendent