



Notice of Available Position(s)

Student Data & Systems Support Specialist

Posting Period: October 1, 2021 to October 14, 2021

POSITION SUMMARY: To assist the Superintendent and Director of Curriculum and Accountability in supporting student data systems, rostering, data collection and analysis.

Qualifications:

- Bachelor's Degree or equivalent of education and experience in technology, data analysis or pupil accounting
- Preferred five or more years of demonstrated leadership in technology
- Excellent interpersonal and communication skills.
- A sound understanding of how data systems support learning.

Scope of Responsibility:

The Student Data and Systems Support Specialist is a member of the team responsible for system administration of PowerSchool, MI Data Hub, online textbooks, Schoology Learning Management, student assessment and reporting, online forms and other statewide Data Systems.

Requirements:

- Proficiency with Google Suite, spreadsheet tools, PowerSchool and web-based applications is essential
- Excellent interpersonal skills and attention to detail
- Excellent communication skills, both oral and written
- Exceptional customer service skills
- Ability to manage stressful situations in a calm, courteous, and efficient manner
- A natural curiosity and willingness to investigate an issue until it is resolved
- Highly organized and self-motivated

- Ability to respond to change, balance competing priorities in a fast-paced environment, and apply effective time-management skills.
- A good sense of humor

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PowerSchool:

- Assist the administrative staff with the PowerSchool admin portal.
- Assist teachers with PowerTeacher portal and PowerTeacher gradebook.
- Assist teachers and staff with PowerSchool training.
- Assists with parent and student questions regarding PowerSchool and parent/student portals.
- Communicate with PowerSchool Tech Support as CAPS technical contact (open support cases, troubleshooting, submit enhancement requests etc.).
- Review and collect information from PowerSchool knowledge base, training videos, and PowerSchool University conference to learn the product and answer questions from CAPS.
- Write instruction guides for admin and teachers, maintain and update on the internal PowerSchool Help websites
- Plan training for new teachers at the beginning of the school year and for new arrivals throughout the year.
- Set up at the start of the year reviewing and updating settings (school information, codes, years, terms, days, periods, bell schedules, calendars, attendances, grade displays, GPA calculations etc.).
- Ensure SIS is running smoothly at the start of the year and throughout the year, update settings as needed.
- Communicate with PowerSchool users regarding data entry
- Archive end-of-year reports.
- Prepare and facilitate SIS student rollover (add terms for next year, student information for next year etc.).
- Record exit information for departing students.
- Build custom PDF reports based on schools needs.
- Update report code periodically depending on term or year.
- Create export templates for staff to quickly and easily export data into Excel.
- Customize and update PowerSchool pages HTML codes, custom data fields and custom screens.
- Disable parent/student portals during summer, and re-enable when necessary. Coordinate with the Administration department to notify parents.
- Manage PowerSchool accounts for staff, students, and parents (creation, deletion, password resets, security settings)
- Support staff with other information systems needs

Scheduling:

- Collect scheduling information from Administrators before summer.
- Set up master schedules for all buildings in SIS: courses, credits, GPA points, teachers, co-teachers, course sections, section meeting times.
- Verify accuracy and update courses, course credits, course grade scales, standards.
- Maintains course information and schedules as requested by administration.

Data Management:

- Import and export data between Admissions database (Datahub i.e. PowerSchool Enrollment) and SIS.
- Import student data into various platforms for rostering (several times a year.)
- Create export templates to anyone who may need data reports of other systems (college database, School Administration reports, etc.)
- Assist colleagues who need specific data for periodic reports.

Report Card Setup:

- Elementary – update standards annually upon request
- Elementary - Update report cards coding at the end of each trimester.
- Secondary – Update progress reports and report cards coding at the end of each semester.

Terms of Employment: As set by the Board of Education on recommendation of the Superintendent.

Materials:

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three professional references)

Please feel free to include any other application materials that you feel may be necessary.

Apply to:

Jennifer Brown, Superintendent

Cadillac Area Public Schools

421 South Mitchell Street

Cadillac, MI 49601

231.876.5000

Please email application materials in one PDF to: Email: jobs@cadillacschools.org

Cadillac Area Public Schools is an Equal Opportunity Employer