

SOUTH SIOUX CITY COMMUNITY SCHOOLS

STUDENT INFORMATION SPECIALIST (PowerSchool Support)

Reports to:	Director of Technology
Classification:	Non-Certified
FLSA Status:	Exempt
Terms of Employment:	12 month according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

To provide technical support to PowerSchool student information system users and help generate student schedules, enrollment and assist with all information data for local, state, and federal reporting.

EMPLOYEE CHARACTERISTIC REQUIREMENTS

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Integrity, credibility, commitment, resourcefulness in setting priorities.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Maintaining confidentiality.

PERFORMANCE RESPONSIBILITIES

- Serve as the school system's PowerSchool help desk for users of PowerSchool.
- Communicate with PowerSchool and other software vendors for purposes of acting as liaison in resolving general operational problems and technical issues.
- Perform routine file management tasks, including transferring, loading, archiving and converting data for purposes of managing, maintaining and securing student information.
- Monitor backup processes daily.
- Provide training on the use of PowerSchool.
- Monitor completion of data projects, identifying problems and reporting progress to the supervisor.
- Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others.
- Respond to inquiries and requests for data information from PowerSchool (PS), PowerTeacher (PT) and Excel, including but not limited to form letters, labels, searches, attendance reports, discipline reports, report cards, rosters, and honor roll.
- Organize and prepares system software documentation, procedural documentation and operations instructions for purposes of promoting efficient utilization of system software.
- Assist with generating and uploading data for purposes of meeting state and federal reporting requirements, including but not limited to Nebraska State Reports and NESA numbers.
- Perform annual PowerSchool setup/configuration, including but not limited to:
 - Term setup
 - Calendar setup
 - Scheduling – High School / Middle School Class Schedules (timelines, planning, creation, implementation, printing, filling the schedules)
 - Attendance configuration
 - Term grade storage
 - PowerTeacher (gradebook) setup, training, support
 - Photo imports
 - Summer school set up and support

- Perform end of grading term activities
 - Update, generate, and print report cards
 - Assist with Honor Roll calculations, etc
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- Manage user accounts, security setup, custom screens.
 - Perform PowerSchool End Of Year process.
 - Perform PowerSchool software upgrades for purposes of ensuring the utilization of up-to-date technology applications.
 - Attend local, regional, or state meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
 - Read, interprets and applies technical information for purposes of facilitating PowerSchool operations.
 - Assist other personnel for the purpose of supporting them in the completion of their work activities.
 - Work closely with the Help Desk / Technology Department on issues involving PowerSchool
 - Work closely with high school and middle school counselors to build and load schedules annually, including set up of courses, sections, room options, and WTA classes.
 - Work closely with elementary school principals to set up teachers, classes, and dependent sections to enroll students in classes.
 - Maintain passwords for PS.
 - Export data for Employee Information Cards each summer.
 - Key absences for the Data Processing department.
 - Run student mailing labels and lists.
 - Keep files updated in PS.
 - Provide support for the Teachers in PT.
 - Maintain special Reports in PS.
 - Maintain the calendar on PS.
 - Run end-of-month/ year reports.
 - Assist with enrollment. (Will be required to help registrar with Kindergarten Round-up, back to school nights, student registration events on some evenings and/or Saturdays.)
 - Maintain a commitment to and provide ongoing professional development.
 - Strong communication, public relation, and interpersonal skills.
 - Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
 - Ability to compose correspondence, reports, and/or other required written materials.
 - Ability to read, analyze, and interpret information.
 - Ability to effectively present information and respond to questions, inquiries, and/or complaints.
 - Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.
 - Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
 - Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.
 - Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
 - Ability to learn and upgrade job skills in order to meet changing demands of the position.
 - Excellent computer and keyboarding skills.
 - Excellent grammatical, spelling, and punctuation skills.
 - Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.

- Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
- Ability to use independent judgment and demonstrates initiative to act without being asked.
- Ability to comprehend and organize technological software documentation and operations instructions.
- Ability to provide systems training and assistance.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or equivalent.
- Certificate from college, technical school or equivalent from accredited university with specialized coursework in computer information systems or related field preferred.
- Minimum of five years of experience with information systems preferably PowerSchool.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

REQUIRED KNOWLEDGE AND SKILLS

- Regular, dependable attendance on the job, the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and the ability to perform the following identified physical requirements:

Physical Requirements Student Information Specialist E = Essential NE = Non-Essential	E Item is not a requirement of the job N	E Occasional – up to 33% of time N	E Occasional/Essential – up to 33% of time, absolutely essential to the job E	E Frequent -- between 34% - 66% E	E Continuous – over 66% of time E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing			X		
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head		X			
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)			X		
Lifting Requirements					

17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				