



Public Charter SCHOOL DISTRICT

Data Manager

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Data Manager to serve the district, its schools, and their boards. As a member of the PCSD Sponsor Performance team, this position provides the district and schools with varying levels of support from school level administrator training to data integrity monitoring for the Student Information System (PowerSchool), all while ensuring compliance with Federal and South Carolina Department of Education regulations.

The ideal candidate is inspired by the PCSD mission, vision and values and believes in putting kids first. This candidate will possess excellent customer service skills, will enjoy working with educators at all levels, and will maintain a positive, solutions-based problem-solving mindset. This includes empowering schools through training, implementation, development, support, and capacity building.

Responsibilities

- Create and facilitate training opportunities for school-level PowerSchool Administrators
- Work with PowerSchool Administrators to ensure accurate data management procedures
- Develop a tiered system of technical support
- Serve as the PowerSchool liaison between schools, the PCSD, and other agencies such as the South Carolina Department of Education.
- Ensure accurate, thorough, and effective use of PowerSchool data to include enrollment, demographics, attendance, and discipline.
- Oversee the timely and accurate data transmission for reporting of state and federal data, including providing proactive data checks to ensure the quality of schools' data
- Support and troubleshoot all aspects of the PowerSchool program including PowerTeacher, and Ed-Fi.
- As a integral member of the Sponsor Performance Team, assist with various team projects and other duties as assigned.

Required Qualifications

- Minimum of three years' experience as a school-level PowerSchool SIS administrator or two years of experience as a system administrator of PowerSchool at a school district.
- Associates degree or higher from an accredited college or equivalent work experience.
- Advanced knowledge of Microsoft Office (Word, Excel, Outlook).
- Basic knowledge of Structured Query Language (SQL) – ability to read and repair.
- Strong analytic ability and technology literacy skills.
- Ability to work collaboratively with the diverse group of stakeholders.

Preferred Experience

- Bachelor's degree or higher from an accredited college or university
- Experience providing professional development
- Interoperability experience
- HTML and/or XML knowledge/experience

Interested Candidates should provide a resume and cover letter to Josh Findlay, Director of Data and Accountability, at jfindlay@sccharter.org.