



**Public Charter
SCHOOL DISTRICT**

Student Information Services Administrator

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Student Information Services Administrator to serve the district, its schools, and their boards. As a member of the South Carolina Charter School District's Sponsor Performance team, this role provides the district and schools with all 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. This position will be onsite located in downtown Columbia, South Carolina supporting 38+ charter schools across the state.

Our 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, enjoys 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 PCSD schools' PowerSchool Administrators to ensure accurate data management procedures
- Develop a tiered system of technical support
- Serve as the PowerSchool liaison between school, district, and other agencies such as the South Carolina Department of Education, and Commission on Higher Education
- Support schools by providing legislative, regulatory, and procedural guidance and State Department of Education requirements pertaining to Student Information Systems
- 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 PCSD schools' data
- Support and troubleshoot all aspects of the PowerSchool program including attached software such as PowerTeacher, SwiftReach, and Enrich
- Work cooperatively with PCSD schools, other districts, vendors and community agencies to provide support for the needs of students
- As an integral member of the Sponsor Performance Team, assist with various team projects

- Represent the District at local, state, and national conferences and meetings

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
- Charter school and/or school district experience preferred but not required
- Experience providing professional development
- Interoperability experience
- HTML, XML

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