



**Public Charter**  
SCHOOL DISTRICT

## **Student Information Services Coordinator**

### **Job Brief**

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Student Information Services Coordinator to serve the district, its schools, and their boards. As a member of the South Carolina Charter School District's Sponsor Performance team, the Student Information Services (SIS) Coordinator plays a key role in supporting schools with PowerSchool administration, data management, and compliance with state and federal regulations. This position focuses on day-to-day coordination, troubleshooting, and data accuracy, ensuring schools receive the necessary guidance and support to maintain a high-functioning Student Information System (SIS).

The ideal candidate is inspired by the PCSD mission, vision, and values, with a strong commitment to service-oriented problem-solving. This candidate will provide technical support, assist in training school-level SIS users, and monitor data integrity to ensure compliance. The position is based in Columbia, South Carolina.

### **Responsibilities**

- Provide first-line technical support for PowerSchool users at the school level, troubleshooting and resolving SIS-related issues
- Assist with developing and providing training related to PowerSchool and data
- Assist with data validation and integrity checks to ensure accurate reporting of student information, enrollment, attendance, discipline, and other critical data points
- Support PCSD schools' PowerSchool Administrators by guiding them through system updates, state reporting requirements, and compliance protocols
- Monitor and ensure timely and accurate data transmission for state and federal reporting
- Work directly with school-based staff to provide training and best practices for PowerSchool use
- Assist with Ed-Fi integration and troubleshooting, ensuring smooth data interoperability with the South Carolina Department of Education
- Develop and maintain documentation and user guides to assist school-level users with PowerSchool processes
- Serve as a liaison between schools and the district, escalating complex issues as needed to the SIS Administrator or other district staff
- Work collaboratively with the Sponsor Performance Team on data-related projects and reporting needs
- Support the implementation of new SIS features, updates, and third-party integrations

- Represent the district in meetings, workshops, and training sessions related to student information systems

## **Required Qualifications**

- Minimum of two years of experience as a school-level PowerSchool SIS administrator or equivalent experience in a student information system support role.
- Associate degree or higher from an accredited college or equivalent work experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Basic understanding of Structured Query Language (SQL) with the ability to read and interpret queries.
- Strong problem-solving skills and ability to troubleshoot SIS-related issues.
- Ability to work collaboratively with diverse stakeholders, including school staff, district personnel, and external agencies.

## **Preferred Experience**

- Bachelor's degree or higher from an accredited college or university.
- Experience working in a charter school or school district setting.
- Prior experience providing PowerSchool training or user support.
- Familiarity with Ed-Fi, state reporting requirements, and SIS data validation.
- Knowledge of HTML, XML, and data interoperability best practices.

**Interested Candidates should provide a resume and cover letter to Josh Findlay, Chief of Data, Accountability, and Information Technology, at [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org).**