

**PowerSchool Assistant
New Hanover County Schools**

Job Description

Class: Classified

Dept: Student Support Services

TITLE: PowerSchool Assistant

- QUALIFICATIONS:**
1. High School degree or equivalent.
 2. Three years of work experience in a business or school system.
 3. Valid North Carolina driver's license.

REPORTS TO: Director of Student Support Services/Student Information System Supervisor

JOB GOAL: Support and manage the daily planning and deployment tasks that get the PowerSchool solution implemented at New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Maintain and utilize the computerized student information system.
3. Select data from varied sources, and summarizes and analyzes information for standard reports to building and school system administrators and State Department for Public Instruction.
4. Assist in coordinating information requests from other departments.
5. Provide assistance to school in regards to PowerSchool.
6. Record electronic files for storage, such as daily backup copies or copies for transmittal.
7. Contribute to the creation of the monthly newsletter for PowerSchool.
8. Maintain information for Uniform Education Reporting System (UERS) reporting areas.
9. Perform routine maintenance on computers and peripheral equipment.
10. Provide information and/or training to school staff on the use of the student information system and application of data from the system.

11. Coordinate user security within the student information system with local site personnel.
12. Attend conferences and classes to develop and maintain knowledge of database management and the student information system.
13. Perform related duties and responsibilities as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of computers, computer commands, peripherals and various operating systems; data management, policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, students and central office staff; ability to establish and maintain cooperative working relationships.
- Ability to exercise independent judgment in correct data errors or omissions.
- Demonstrate functional knowledge of PowerSchool, SIMS or other Student Information Systems and the ability to utilize all aspects of the Microsoft Office Professional software programs.
- Demonstrate functional knowledge of student accounting practices and the ability to prepare and administer multiple project budgets.
- Ability to develop training curriculum, plan and lead training sessions and comply with the confidentiality requirements in local, state and federal policies and status.
- Demonstrate functional knowledge of assesment strategies and of principles, methods and practices of information technology management, program evaluation and public administration.
- Demonstrate functional knowledge of North Carolina Department of Public Instruction general programs, policies, guidelines and practices used in educational facility design.
- Ability to coordinate, plan, meet deadlines and accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.