

Title: SIS/EA Administrator
“Student Information System and Educational Application Administrator”

Reports To: Director of Technology

I. NATURE AND SCOPE OF JOB:

Under general supervision, installs, configures, maintains and repairs the Carbon County School District 1 “CRB1” Student Information System “POWERSCHOOL” and Educational application databases. A SIS/EA Administrator performs a wide variety of evaluation, maintenance, installation and training to ensure the CRB1 Student Information System “POWERSCHOOL” and Educational application database meets district and user satisfaction. Responsible process & submit Federal and State Reports. Provides tier two technical support as assigned.

II. EXPECTATIONS:

1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the workplace.
4. Be supportive and follow directions from the Director of Technology.
5. Be responsible for acceptable personal attendance and punctuality.
6. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
7. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

1. Administers PowerSchool database & Educational Application Databases, including:

- Setting up security access, system settings, PowerGrade settings, parent access
- Handling yearly processes, e.g. set up of new calendar and roll-over

2. Mine database for information that can inform site practices, including:

- Conducting advanced searches and queries
- Importing and exporting data
- Editing information

3. Trains new users, including

- PowerSchool basics for new office managers and office assistants’
 - PowerGrade basics for new teachers
 - Report functions for Home Office staff
4. Ensures accuracy of data and troubleshoots problems with the database, including data validation errors
 5. Uploads information into Wyoming State WDE Fusion
 6. Assists the organization in getting maximum value from PowerSchool software and information
 7. Evangelizes PowerSchool and its functionality across the organization
 8. Coordinate with technology support specialist and director of technology to ensure quality and reliable POWERSCHOOL and Educational Applications for staff and students
 9. Monitor system logs and performance on all servers.
 10. Attend and actively participate in weekly meetings.
 11. Coordinate with technology support specialist and director of technology to ensure quality and reliable POWERSCHOOL and Educational Applications for staff and students.
 12. Assist in productivity and efficiency of creating and submitting state reports
 13. Demonstrate knowledge of, and support, Carbon County School District One Public Schools mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
 14. Performs other related duties as required and assigned.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Comfortable with using student achievement data to guide classroom instruction and continually improve
2. Knowledge and troubleshooting of POWERSCHOOL and Educational Applications
 - Exceptional quantitative analytical skills
 - Solid verbal, written and graphical communication skills
 - Ability to work well in a team

- Expert with Excel, Access, SPSS, and/or other data analysis software

3. Working knowledge of cloud based computing and server vitalization
4. Antivirus
5. Ability and desire to learn new skills quickly
6. Ability to communicate in an understandable, polite and friendly manner, both written and verbal
7. Establish and maintain cooperative working relationships

B. Experience

1. Three years work experience in technology. Experience as a PowerSchool & Educational Application Administrator preferred.
 - a. Prior experience in an educational environment preferred.
 - b. Masters & BA Degree preferred

C. Education, License, Certification or Formal Training:

1. 4 year degree in computer related field or equivalent experience.
2. Comp TIA Network +, PowerSchool Admin, Educational Application Administrator or equivalents.

V. PHYSICAL DEMANDS:

1. Be able exert 20-40 pounds to lift, carry push, pull, or otherwise move objects.
2. Be able to sit, walk, or stand for brief periods of time.
3. Perceive the nature of sound, near and far vision, depth perception, provide oral information, manual dexterity to operate business related equipment and handle and work with various materials and objects in all important aspects of this job.
4. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator is Darrin Jennings.