Lauderdale County Schools
Florence, AL

Job Description

Position: **PowerSchool/School Information System Specialist**

Department: Instructional Operations
Reports To: Assistant Superintendent
FLSA Status: Exempt
Contract Days: 240
Salary: Based on the System Salary Schedule
Qualification:

1. Certified Teacher
2. 5 years of successful experience as a classroom teacher
3. Wide range of experiences with instructional technology hardware & software
4. Experience presenting technology training/workshops
5. Able to fulfill the following job responsibilities

Purpose of Job:
Support and coordinate the collection, input, auditing and reporting of system data. Conduct training of appropriate staff to ensure the System complies with state and local data management goals. Obtain and distribute information from the Alabama State Department of Education relative to all required data systems. Establish and manage data storage, archiving, backu-up and recovery procedures.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop expertise in System data management software.
- Act as the main point of contact between the Alabama State Department of Education (ALSDE) and PowerSchool relative to programming changes, additions, upgrades, and deadlines.
- Prepare and distribute support, as needed.
- Lead PowerSchool data management programs at the district level.
- Assist various departments in preparing state reports.
- Act as a back-up for data network support.

- Attend conferences to stay up-to-date in PowerSchool programs.
- Maintain an awareness of current technology trends.
- Carry out responsibilities in a manner to promote good public relations.
- Maintain confidentiality of all school-related information.
- Maintain proper and professional relationships with all stakeholders.
- Be familiar with and follow Board policies.
- Maintain interface with faculty and staff to develop and ensure long-term and short-term planning consonants.
- Provide professional development on State mandated or State provided technology programs/tools as they become available
- Manages multiple activities in a fast paced environment.

Additional Job Functions
Perform other duties as assigned.

Evaluation
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands or arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delta any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature:_____Date:_____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)