



POWERSCHOOL COORDINATOR *Position Description*

Title: PowerSchool Coordinator
Location: Central Office
Terms of Employment: 12 months, Full Time
Effective Date:
FLSA Status: Exempt

Purpose

The PowerSchool Coordinator ensures the smooth operation of the district's computerized student information system: PowerSchool.

Qualifications

- High school diploma or GED, Associate's degree preferred
- Two years of experience with computer processing and data entry
- PowerSchool experience required

Duties and Responsibilities

- Ensure that student information is secure, making sure that only authorized people gain access to information
- Assist school data managers with issues to include but not limited to: student enrollment, coding issues, transfer issues, withdrawal issues, etc
- Coordinate PowerSchool training sessions for district staff as needed
- Ensure district staff can collect key data and manage student information in a secure, useful way
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to interpret district and state policies governing enrollment/withdrawal, attendance, immunizations, and health records
- Maintain high level of confidentiality
- Superior communication skills to communicate with district personnel, students, parents, and outside agencies
- Strong computer skills and technical capabilities
- Strong organizational skills
- Effective communication and interpersonal skills

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.