

Vail School District
Job Description

Job Title: STUDENT DATA SUPERVISOR

Department: Technology

Reports To: Chief Information Officer

FSLA Status: Exempt

Level: 24, Professional Contract

Created: May 17, 2016

SUMMARY

The Student Data Supervisor works under minimal direction and exercises independent judgment and initiative and is responsible for evaluation, coordination, implementation, customization, training, hardware and software support of PowerSchool.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non exhaustive and may be supplemented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for supporting maintenance of District PowerSchool servers
- Responsible for support issues related to PowerSchool for all District staff
- Serves as resource to resolve PowerSchool related problems
- Serves as local point of contact for activities involving PowerSchool. Tier 3 support
- Stays informed of upcoming PowerSchool updates and attends trainings
- Works closely with Site Technology staff, as well as Student Data Senior Specialist and Student Data Specialist to assure smooth functioning of PowerSchool
- Customize network software applications to meet the needs of the users and administration
- Supervises and provides training to all data entry personnel. Coordinates and schedules a wide variety of trainings for Office Managers, Attendance Clerks, Incident Management staff, etc.
- Responsible for verifying student membership and attendance data between PowerSchool and State to ensure proper funding for District
- Responsible for JTED reporting
- Responsible for working with District SPED, ELL, Gifted, Title I, Lunch departments to ensure proper funding of programs
- Interface with State Department staff on student accountability compliance
- Attends PowerSchool and State training sessions on a regular basis
- Supervises the annual AZ PSUG Conference
- Supervises annual Federal/State Audits for the District regarding student accountability
- Makes recommendations for changes in procedures to ensure the consistency of data entry in PowerSchool
- Assists in integrating the use of other web based software within PowerSchool
- Works with District finance staff to verify enrollment figures and funding levels

- Supports Director of Student Data and State Reporting Outreach and his constituents.

SUPERVISORY RESPONSIBILITIES

This position supervises the Student Data Senior Specialist and the Student Data Specialist positions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- A bachelor's degree in education, business administration, public administration, or information technology, with appropriate education coursework.
- Minimum 3 years experience with K-12 school finance, State Reporting data collection and State reporting, or other relevant student database system.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Superintendent.

ABILITIES

- Strong organizational and interpersonal skills.
- Self-motivated and self-directed, highly organized, and detail-oriented.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Strong computer skills (Macintosh and DOS/Windows) and trouble-shooting skills.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives.
- Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to train and communicate with non-technical staff including the ability to present complex concepts in easily understood graphical or visual presentations.
- Flexibility to travel, as required.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional situations. Responds promptly to staff and customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona driver's license and proof of Arizona minimum automobile insurance.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The primary work environment is indoors. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between the District Office and local or regional destinations. Most travel is between the District Office and its schools and/or work sites. Occasional travel in-state by car or airplane.