

Vail School District  
Job Description

**Job Title: STUDENT DATA SENIOR SPECIALIST**

**Department:** Technology

**Reports to:** Student Data Supervisor

**FSLA Status:** Exempt

**Level:** 23

**Created:** May 17, 2016

**SUMMARY**

The Student Data Senior Specialist works under general direction and exercises independent judgment and initiative and is responsible for supporting the Student Data Supervisor in 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.

- Supports issues related to PowerSchool
- Serves as initial resource to resolve PowerSchool related problems with Principals, Teachers, Parents, Office Managers, and Attendance Clerks
- Serves as local point of contact for activities involving PowerSchool. Tier 2 support. Escalates situations to Tier 3 (Student Data Supervisor) as appropriate.
- Works closely with Student Data Supervisor and also Site Technology staff to assure smooth functioning of PowerSchool.
- Assists in supervising and training the Student Data Specialist
- Assists schools in configuring schedules and attendance setup, as well as student JTED compliance
- Responsible for compliance with State instructional minute requirements for all sites, as well as JTED compliance
- Assists with publishing and correction of data between PowerSchool and State
- Verify student membership and attendance data between PowerSchool and State to ensure proper funding for District
- Works with District SPED, ELL and Lunch departments to ensure proper funding of these programs
- Assists with annual Federal/State Audits for the District regarding student accountability
- Supervises Federal Impact Aid reporting, A+ applications, and other various grants for administration
- Responsible for maintaining and updating Office Manager/Office Staff Blog

- May supervise and provide training to data entry personnel regarding a variety of PowerSchool and State Reporting subjects
- Assists in all PowerSchool/State reporting trainings for District, as well as AZ PSUG Conference
- Assists with customizing network software applications to meet the needs of the users and administration
- Interfaces with State Department staff on student accountability compliance
- Attends PowerSchool and State training sessions on a regular basis
- 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 does not have supervisory responsibilities.

### **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**

- High school diploma or GED. A bachelor's degree in education, business administration, public administration, or information technology, with appropriate education coursework is preferred.
- Minimum 2 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.
- Good computer skills (Macintosh and DOS/Windows) and trouble-shooting skills.
- 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.