DIRECTOR OF STUDENT INFORMATION SYSTEMS

EXCELLENCE | INNOVATION | RESULTS

SOUTH CAROLINA
PUBLIC CHARTER SCHOOL DISTRICT

COLUMBIA, SC

JOIN US IN OUR PURSUIT

The South Carolina Public Charter School District (SCPCSD) has one mission: to bring high quality, excellent education to the state through the creation and implementation of innovative & results-driven charter schools. We do this by working together as fierce education advocates who are fired up about kids and changing the landscape of education in South Carolina. The **Director of Student Information Systems (SIS) is** a dynamic education leader with a relentless belief in every child's potential and in charter schools' ability to unlock this potential. Recognizing the SCPCSD's primary role as a statewide charter school authorizer—this person will create and manage a district-wide approach to PowerSchool, including systems and strategies that ensure school-level capacity, compliance, and reporting. The Director of SIS will think creatively about the connection between PowerSchool and SCPCSD's role as an authorizer and local education agency.

WHAT YOU'LL DO

• Manage district-wide systems of PowerSchool and all compliance and reporting-related functions.

• Work to build capacity at the school level and develop a tiered system of technical assistance and problem solving based on a school's years' of experience and performance/compliance status.

• Coordinate with support team and school leaders and staff to ensure all PowerSchool data requests are answered accurately and on time.

• Serve as a liaison between district and school level program administrators to ensure the accurate, thorough, and effective use of PowerSchool data.

• Assist with and/or correct PowerSchool data entry as necessary.

• Provide data extracts for district instructional software, testing, and grant development. Responsible for transmitting all data reports to the SDE. Serve as the PowerSchool contact person for state agencies dealing with the district.

• Update PowerSchool to maintain the latest versions of all modules/components and SDE changes.

• Create training materials and participate in district-wide meetings, training activities and the distribution of critical PowerSchool information. Meet with PowerSchool operators and other district personnel as needed to discuss and resolve various data management issues.

• Support and troubleshoot all aspects of the PowerSchool program including attached software such as PowerTeacher, Enrich, Destiny, and other applications; responsible for nightly updates of the Excent program, Powerschool, PowerTeacher and other applications.

• Manage the IT and Systems Support Coordinator by overseeing state-level submissions and data collections that span student programming and assessment.

- Monitor and report on the frequency and content of PowerSchool support requests in order to inform technical assistance activities, resource referral, and district and school-level effectiveness.

- Support the Deputy Chief of New Schools & Accountability in the design and ongoing development of the systems and tools that feed the Core Performance System (CPS) and affiliated performance reporting.

- Oversee and implement the policies and procedures affiliated with data security as it pertains to maintenance, storage, transmission, and reporting.

- Perform all necessary activities related to data extraction and reporting for district, state and federal accountability and funding requirements, including, but not limited, to data entry, review, verification and extraction of student records.

- Assist with Excent table data collections and Cayen Systems.

- Assist with special education data reporting such as Indicator 11 and Table 5.

WHO YOU ARE

- Minimum of a BS or BA in related field.

- Expertise in SIS and Powerschool experience a must.

- Experience with state-hosted systems (e.g. Enrich) and school and student reporting requirements.

- Familiarity with learning management systems (LMS) and other education-specific platforms preferred (e.g .PowerLunch).

- Extremely detail-oriented.

- Experience in developing and delivering end-user training for data systems, relational databases, and data management processes.

- Ability to work independently and produce results in a timely manner.

- Ability to prioritize duties to meet portfolio needs and state deadlines.

- Ability to work with a high degree of accuracy and exercise independent judgment in correcting data errors or omissions.

HOW YOU'LL APPLY

Please submit any inquiries and/or a résumé & cover letter to **Paula Gray, Director of Human Resources, at** pgray@sccharter.org**. Deadline for application: November 15, 2017.**