

# ASSOCIATE DIRECTOR OF STUDENT INFORMATION SERVICES



Location: Flexible in South Carolina

## JOIN US IN OUR PURSUIT

**Information Systems** 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 South Carolina Public Charter School District's (SCPCSD) 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.

The South Carolina Public Charter School District has one mission: to bring high quality, excellent education to the state 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 **Associate Director of Student**

## WHAT YOU'LL DO

- Manages the districtwide student information system, Powerschool, including account management and maintenance, system and module updates, and reliable connectivity with ancillary systems related to school operations, testing, and programming (e.g. Enrich, Destiny, PowerTeacher).
- Oversees and participates in all state data collections and local reporting that involve student-level information, including the quarterly data collections tied to pupil membership, regular reporting and monitoring of student composition and engagement data, as well as the generation of other relevant data extracts that correspond to reporting within other SCPCSD units.
- Directs and participates in the receipt, monitoring, and timely and accurate clearance of Powerschool help tickets and troubleshooting requests.
- Defines and develops Powerschool technical assistance for portfolio schools that is aligned to the District's framework for support and differentiated by school performance, maturation, and capacity, including but not limited to the building of an online knowledge base, regular webinars and onsite consulting support.
- Supports the population of the reports and tools that comprise the SCPCSD Core Performance System (CPS) through the provision of relevant data elements, spreadsheets, reports, and files as needed.
- Supports the Director of Charter Development in the on-boarding of new, transfer, and developing schools in building school-level understanding of needed in-house infrastructure, staffing, and capacity in the areas of Powerschool, student records, and state submissions.
- Designs and implements a system for ensuring quality data entry by portfolio schools for relevant and high stakes data elements and fields, providing technical assistance as needed and working with the Executive Director of School Operations and the Director of Quality Assurance, developing interventions and monitoring relevant corrective action plans for schools that are persistently noncompliant.
- Oversees the planning and execution of central office IT functions, including hardware support, procurement and planning, software and equipment installation and maintenance, setup and coordination for relevant meetings and conferences, and development of technical solutions when necessary.
- Develops, manages and coordinates processes for student record requests, including requests for student transcripts and grades that specifically consider situations of school or student transfer and school closure, and are in accordance with federal privacy laws.
- Provides support, oversight, and accountability for all state and federal data and testing submissions, including development of staff and school protocols, trainings, and alignment with SCPCSD systems and tools.

## WHO YOU ARE

- Minimum of a BS or BA in related field
- Expertise in student information systems (SIS); Powerschool experience a must.
- Experience with state-hosted systems (e.g. Enrich) and school and student
- 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 Jackie Snell, Director of Human Resources, at [jsnell@sccharter.org](mailto:jsnell@sccharter.org). **Deadline for application: September 26, 2018.**

The South Carolina Public Charter School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its program & activities.