PowerSchool Administrator

General Description

The PowerSchool Administrator at LAS is responsible for the technical administration of PowerSchool, PowerTeacher Pro, Powerschool customizations and any additional PowerSchool modules as needed. They should be able to assist and train school administrators, faculty, and staff with using these tools. The PowerSchool Administrator should be skilled in analysing user requirements and designing functional specifications for extending PowerSchool (and edge systems as needed) to include new functionality such as enhanced reporting and data. When required, the PowerSchool Administrator should be able to assist with the systems administration and data integration for other LAS information systems.

In addition, this person should have good communication skills, ideally in both English and French, and the ability to troubleshoot computer, network, and software issues. This position will interact with students, faculty and staff, as well as the IT Department, so they should have the ability to deal with a variety of users at different levels of technical skills and knowledge.

Contract
- 100% FTE - ongoing

Requirements:

- Minimum 2-years experience managing a PowerSchool student information system and PowerTeacher Pro gradebook. Must have at least one year of student information systems (SIS) experience and two years of database administration/management experience.
- Advanced SQL, scripting, HTML, and reporting skills. Oracle and web application development desirable.
- Academic software knowledge and experience (LMS, Content Management Systems, etc.). Experience with Learning Support and Student Assessment systems and/or other types of data analysis systems.
- Strong communication, organisational, analytical, and problem-solving skills.
- Familiarity with various operating systems and platforms and tools such as JAMF.
- Familiarity with common independent school systems, such as PowerSchool, FinalSite, OpenApply, Magnus Health, CHQ, Boardingware or similar systems.
- BS in Computer Science or Information Systems or related area, or equivalent work experience.
- Familiarity with Python or Ruby programming a plus

Reports to:
- IT Director

<u>Position responsibilities (in coordination with line manager):</u>

- Maintain the current PowerSchool and PowerTeacher Pro environments, including user accounts and security groups/roles, and recommend improvements in processes and workflows according to PowerSchool best practices.
- Maintain test environment and plan, implement, coach and train for new releases and program updates.
- Create and maintain advanced reporting capabilities within PowerSchool.
- Create, maintain and implement Powerschool customizations and plugins.
- Monitor ongoing operations and data integrity and do periodic student data audits. Support data analysis, student assessments and grading, and accreditation reporting needs.
- Assist with and/or develop and maintain campus and master scheduling timelines and related activities (course catalogues, sections, etc) as needed.
- Work with other school staff to align PowerSchool and PowerTeacher Pro parameters (system configurations) to academic and other policies.
- Maintain appropriate system documentation on procedures and configurations.
- Assist with device management, computer setup, distribution & collection, and software installations.
- Provide technical assistance and user support for IT tickets and issues related to computer systems, software, and hardware.
- Troubleshoot and fix computer problems and user issues, as needed. Following up with users to ensure full resolution of IT support tickets.

<u>Contact</u>
Please send a CV and cover letter, along with contact details for 3 references to employment@las.ch.