



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Computer Software Specialist (PowerSchools)**

Position Type: Classified	Department: Information Services and Technology
Salary Schedule: Classified	Reports to: Chief Information Officer
Salary Range: 36	Location: Administrative Center
Term of Employment: 12 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Trains, leads, and assists all schools in managing school and district level student information, including master schedule implementation, student scheduling, English Language Learner, Special Education, data required for SAIS and various state reports, and annual student information system setup and maintenance.
- Implements and monitors K-12 master schedules with Lead and Campus Registrar Clerks.
- Facilitates and monitors transmittals of SAIS and other state mandated data reports and their data correction.
- Develops training materials and conducts training sessions for PowerSchools and PowerGrade.
- Provides consultation, assistance, and instruction to departmental staff and faculty with respect to a wide variety of computer software and its applications; assists in analyzing software needs.
- Assists and instructs faculty and staff in a variety of software applications; modifies software and maintains liaison with programming personnel as necessary to meet user needs.
- Assists department administrators by analyzing departmental and faculty software needs and requirements; assists in the selection and utilization of software, hardware, and software applications to meet the department's administrative, academic and research needs.

- Assists faculty, staff, and students in resolving software operating problems; serves as internal software consultant to department personnel by providing technical guidance.
- Works with schools in the network to maintain the Student Information Systems. This includes creating custom fields, reports, exports, etc. as well as training staff on use of systems.
- Works with colleagues to create appropriate reports to help make data-driven decisions that will impact classroom instruction.
- Develops strategies and plans that will ensure that all data is being captured and recorded accurately.
- Trains and supports all staff users on the day-to-day use of data systems.
- Generates reports for schools as well as reports required by vendors, states, grants and authorizers. Works with the schools to verify that reports are generated and submitted to meet deadlines.
- Manages area of storing grades, process of storing grades, updating all pages that deal with grades, updating and maintaining that the correct information is reflected on report cards and other reports.
- Provides technical assistance related to the implementation of student information systems such as PowerSchools and PowerGrade, and data management programs such as Excel.
- Provides technical assistance to schools in collecting, storing, exporting, and disaggregating state (SAIS); works with schools to correct all SAIS errors.
- Customizes and standardizes the SAIS report templates.
- Provides professional end user support via phone, email and other protocols relating to: data manipulation, end user and system administrator training, creating procedures for end users, technical documentation, internal training and testing.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises Lead Registrar Clerk positions.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.

- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma and related experience.
- Experience in computer software/analysis preferred.
- Information Technology skills required.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.