**Charter Institute at Erskine – Position Description**

**Title**: Director of PowerSchool
**Department**: School Support
**Reports To:** Executive Director of PowerSchool & IT
**Date Developed or Revised:** 03/09/2023

**Supervisory Responsibilities:** None

**Position Summary:**

The Director of PowerSchool is responsible for developing synergistic partnerships amongst all school PowerSchool Administrators and Institute team members. This position collaborates with South Carolina Department of Education (SCDE), the Institute, and Institute schools to meet all state and federal reporting guidelines using the State (SIS), currently PowerSchool Student Information System. The Director of PowerSchool serves as a liaison to the schools and coordinates purposeful and collaborative updates and trainings while also adhering to time sensitive reporting deadlines across the agency.

**Essential Duties and Responsibilities**

* Acts as liaison between the individual schools and the Institute.
* Provides schools with guidance and oversight on implementation and compliance with data reporting procedures outlined by the South Carolina Department of Education.
* Remains current on school and student enrollment policies and procedures.
* Responsible for the day-to-day operations and management of Institute student records, focused on student information data and daily student attendance/enrollment/engagement and transcripts.
* Responsible for all Institute state and federal student reporting via the SIS in alignment with State compliance.
* Provides various trend data from PowerSchool as needed.
* Works with the Institute staff to prepare for any audits.
* Fosters a strong school customer success model focused on servant leadership to improve the charter school data reporting by individual schools.
* Assists the Executive Director in partnership with senior leadership to provide a strategic vision, prioritization and direction for technology and create execution plans for long-range and short-term projects and sustainability.
* Develops and maintains integrity of policies for warehousing records and data.
* Works cross functionally with other departments to ensure collaboration and partnerships to develop a preventive PowerSchool process and not a reactive process.
* Works in the best interest of the Institute and puts the mission of the Institute as a top priority.
* Willing to serve the schools and students of South Carolina.
* Commits to the learning and use of new SIS software updates.
* Regularly tracks and logs the progress of on-going projects.

**Non-Essential Duties and Responsibilities**

* Performs other duties and responsibilities as assigned

**Minimum Qualifications**

* Bachelor’s degree preferred
* Minimum of 3 years of PowerSchool experience preferred
* Virtual School experience preferred
* Strong written and verbal skills
* Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
* Ability and availability to travel within the state frequently
* High degree of flexibility
* Ability to thrive in a fast-paced work environment

**Core Competencies**

* Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information.
* Language Ability: Requires the ability to speak before audience with poise, voice control and confidence.
* Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently.
* Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.
* Consistently represents the Institute in the most exemplary, positive manner by modeling the Erksine Philosophy in action, conduct, demeanor, and speech.
* Participates in staff meetings, trainings, conferences, and professional development sessions.
* Maintain confidentiality as required by the Institute and by law.
* Demonstrates a high degree of flexibility.
* Ability to thrive in a fast-paced work environment.

**Mobility:** Primarily sedentary, able to sit for long periods of time.

**Physical Requirements:** Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

**Environmental Conditions:** Usual office setting (8 am to 5 pm – Monday through Friday)

**Affirmative Action (AAP/EEO) Statement**

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.