



### **Student Records Manager/Software Specialist**

#### **General Accountability**

This position is accountable for providing administrative support for the PowerSchool, First Class and Destiny computer systems, maintaining the Divisional website and electronic sign and is responsible for the Enrolment Information System software.

The Student Records Manager/Software Specialist is expected to perform duties independently, as well as part of the administrative team, and requires a high degree of confidentiality. The performance of these duties will be in accordance with government and Division policies and procedures.

#### **Controls on Freedom to Act**

The Student Records Manager/Software Specialist functions under the direction of the Assistant Superintendent. The Student Records Manager/Software Specialist must establish and maintain a close working relationship with the administrative team, the IT Resource Teacher and the Technology department. The Student Records Manager/Software Specialist must be able to meet strict deadlines and work independently under pressure.

#### **Contacts**

The Student Records Manager/Software Specialist has considerable contact with the administrative team and the schools of Park West School Division.

#### **Specific Duties and Accountability**

- Administrator of the day to day operations of the PowerSchool computer system.
- Set up the PowerSchool system for each school year.
- Provide support to all PowerSchool users.
- Troubleshoot the PowerSchool system.
- Create all reports in the PowerSchool system.
- Pull data as requested for the PowerSchool system.
- Manage and set up all user accounts for staff/students/parents for the PowerSchool system.
- Provide monthly attendance reports to the Department of Education.
- Responsible for collection of data required by Schools' Finance Branch for statistical and grant purposes using the EIS (Enrolment Information System) software: Importing from PowerSchool, validating and exporting data for student enrolment, etc.
- Responsible for collection of data required by Professional Certification and Student Records using EIS system. Importing from PowerSchool, validating and exporting data for student senior course registrations, student marks, teachers' employment and activities.
- Provide monthly staffing report to Professional Certification.



- Accurately complete all forms, required for grant calculations and statistical purposes from Public Schools' Finance Branch.
- Update and maintain divisional website.
- Update and maintain divisional/community electronic sign.
- Provide assistance on Destiny Library Program.
- Create and maintain user accounts on First Class.
- Create and maintain conferences on First Class.
- May assist other senior management staff.
- Performs other duties as may be assigned.