TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

STUDENT INFORMATION SUPPORT PROGRAMMER /ANALYST

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Education, Information Systems or Management Information Systems. (Required)
2. Masters Degree preferred.
3. Oracle certification(s) is an asset.
4. Minimum of 3 years relevant work experience in computer support services and application development, with 3 years supporting PowerSchool. (Required)
5. Extensive knowledge of PowerSchool and related applications.
6. Demonstrated HTML and other Web based programming skills and experience.
7. Demonstrated experience with relational database management and data base programming.
8. Demonstrated experience with SQL programming.
9. Knowledge of the educational environment and its unique technical requirements.
10. Demonstrated knowledge of the NJSMART data warehouse and New Jersey State Reporting.
11. Demonstrated intermediate Excel ability, including functions, such as lookup, and pivot tables.
12. Demonstrated attention to detail.
13. Experience working with large datasets.
14. Experience working with end users and vendors.
15. Strong communications, interpersonal and analytical skills to provide in-service to district personnel.
16. Ability to work independently as well as within a team environment.
17. Knowledge of database administration.
18. MicroSoft Access experience is an asset.

REPORTS TO: Business Administrator

JOB GOALS

Functions as Programmer/Analyst for the PowerSchool Student Information System, including prepares user requirements documentation, analyzes problems and suggests potential solutions. Codes, tests and installs PowerSchool customizations. Defines and uploads student testing data, including state assessments and benchmarks. Performs other duties as assigned.

2-b-2

attachment 2-b-2

PERFORMANCE RESPONSIBILITIES:

1. Evaluates feasibility of user requests for enhancements, and suggests potential solutions. Researches with Pearson Power Source website, Pearson support, Power Data Solutions, and PowerSchool user groups.
2. Codes, tests and installs PowerSchool customizations as requested by various departments, including Medical, LEP, and 504 alerts. Performs application testing prior to deployment ensuring users receive a working product.
3. Assists with preparing user documentation for new and existing applications. Develop and facilitate training for PowerSchool stakeholders, including support staff, teachers, counselors, registrars, administrators, and district personnel.
4. Create and update online training and information for PowerSchool to be posted on the district web site.
5. Defines state mandated tests in PowerSchool and imports individual student test results into PowerSchool. Modifies graduation requirements definition in PowerSchool to incorporate changing requirements.
6. Develops new SQL queries and supports existing SQL queries of PowerSchool data.
7. Maintains PowerSchool home school catchment area mappings. Develops and maintains web-based interface for determining home school based on student home address. Debugs problems with home school catchment area mappings.
8. Familiar with Level Data interfaces that link data between the various data sources in the district such as transportation, food services, special education, assessment, curriculum, and more and PowerSchool student information system. Familiar with PowerSchool/edConnect interface. Periodically reconciles interfaces, identifying and resolving any problems.
9. Assists with imports and exports data from NJSMART and PowerSchool; including updating SIDs.
10. Debugs problems with custom screens; suggests and evaluates potential solutions. Codes, tests, and installs revised screens.
11. Extracts data from PowerSchool and manipulates in Excel for reporting and analysis. Is able to work with and reconcile large volumes of data.
12. Understands PowerSchool security.
13. Documents PowerSchool program problems and reports to Pearson Technical Support. Follows up on problem resolution.
14. Monitors PowerSchool system performance.
15. Monitors data for accuracy, completeness and integrity. Suggests changes to ensure and enhance data quality. Ensures the integrity of current student record data in the event files have to be recovered from backups.
16. Attends South and/or Central Jersey PowerSchool user groups to remain abreast of current discussions of PowerSchool functionality and issues.
17. Develops and maintains knowledge through a range of professional development activities, including relevant webinars and training.
18. Other related duties as assigned by your immediate Supervisor or Business Administrator.

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**TERM OF
EMPLOYMENT**:   Twelve (12) months position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with Business and Technical Contract

STATUS: Hourly __X___   Salaried _____
                                    Exempt _____   Non-Exempt _____

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical personnel.

BOARD APPROVAL: _____