

## **MERRIMACK SCHOOL DISTRICT**

PowerSchool – Computer Systems Manager

JOB TITLE: Computer Systems Manager

REPORTS TO: Assistant Superintendent for Business

### **SUMMARY of POSITION:**

The candidate selected for this position will be responsible for leading the technical administration of PowerSchool and PowerTeacher, and for assisting school administrators with using the tool. The candidate will also be responsible for extending the tool to include new functions, including, but not limited to a parent portal.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The successful candidate should be able to lead, assist and provide a range of technological and administrative services to include the following responsibilities:

Position Responsibilities:

- Maintain the current PowerSchool and PowerTeacher environment and recommend improvements in processes and workflow.
- Plan and execute basic database functions as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases.
- Create and maintain reporting capability within PowerSchool.
- Lead the research, analysis, requirements, design, testing and implementation of new PowerSchool and PowerTeacher features and modules (Parent Portal, Apps, etc.).
- Monitor ongoing operations and data integrity and assist with student data audits.
- Support State/Federal reporting.
- Maintain appropriate system documentation on procedures and configurations.
- Serve as second-line support to help desk and school-based specialists on user questions and problems with PowerSchool and PowerTeacher, with ultimate responsibility for end user support.
- Coordinate and administer PowerSchool and PowerTeacher trainings to school and district staff.
- Participate in evaluating new academic software projects to determine impacts and configurations.
- Maintain and Updates accounting software (Infinite Visions) and end of year rollover and Employee Portal maintenance
- Perform other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

### **Qualifications:**

- Excellent communication skills. Ability to work with people of various backgrounds with all levels of technical knowledge.
- Strong organizational, analytical, and problem-solving skills.
- Bachelor's degree in Computer Science or related area or equivalent experience.
- Prefer 2 years' experience managing a PowerSchool/PowerTeacher student information system and gradebook. Must have at least 1-year SIS experience and 2 years systems administration/management experience.

LENGTH OF WORK YEAR: Twelve (12) Months (school year)