

**Position Title:** PowerSchool Administrator

**Job Description:** The PowerSchool Administrator is responsible for administering and managing PowerSchool including development, integration and support. Continuous communication with customers and leadership is critical to success in this position. This position will be based out of Wilton, CT.

**Essential Functions and Responsibilities:**

- Advanced technical skill set and experience, as well as the ability to work independently
- Relies on extensive experience and judgment to plan and accomplish goals
- Provides support and services for other information systems, data collection, state reporting and data analysis
- Maintains the current PowerSchool environments, including user accounts and security groups/roles, and recommends improvements in processes and workflows according to PowerSchool best practices
- Plans and executes basic and advanced database functions as required/related to systems operations
- Maintains test environments and plans, implements, coaches and trains for new releases and program updates
- Creates and maintains advanced reporting capabilities within PowerSchool
- Leads the research, analysis, requirements, design, testing and implementation of new PowerSchool-related features, customizations, and add-on modules
- Monitors ongoing operations and data integrity and assist with student data audits
- Maintains appropriate system documentation on procedures and configurations
- Serves as support on user questions, customization & reporting requests, and technical problems with PowerSchool, with ultimate responsibility for end user support
- On-call when needed, including the ability to work outside normal hours for critical equipment upgrades
- Other tasks as assigned

**Job Qualifications:**

- **Education:** Bachelor's Degree or Associate's Degree and/or relevant advanced industry certifications

- **Experience:** 2-3 years minimum of PowerSchool experience **required.**
- **Skills:** A wide degree of creativity and organizational skills is expected. Ability to systematically troubleshoot complex problems. Strong attention to detail. Strong computer, analytical and communication skills. Proficiency with Microsoft Office required. Experience with Veeam Availability Suite, VMware technologies, Hyper-V, and wireless network design desired. Extensive experience with Windows client and server operating systems including Windows Server/Active Directory needed. Strong knowledge of Office 365 implementation, configuration, and administration. Strong oral and written communication skills. Ability to manage projects from conception/development through completion. Citizenship requirements must meet export control regulations.

**Physical Demands & Work Environment:** The person in this position needs to frequently move about inside the office to access file cabinets, office machinery, etc. Continually operates a computer and other office productivity machinery. Frequently positions self to maintain computers, including working in server rooms and network closets. The person in this position continually communicates with individuals; must be able to exchange accurate information in these situations. Must be able to view electronic information. Occasionally moves equipment. Frequently travels to business-related sites.

**Generally normal conditions with reasonable work station flexibility. Moderate noise (business office with computers and printers, light traffic).**

**Manage Others:** No

**Job Type:** Specialist

**Employee Type:** Exempt, Full Time

**Travel:** Occasional

**Compensation:** Based on qualifications

**Relocation:** No

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