

Kearsarge Regional School District
Job Description

“Inspiring learners, committing to community, contributing to a dynamic world.”

Job Title:	District Data Specialist
Location:	SAU Office
Reports To:	Director of Technology
FLSA Status:	Non-Exempt

Essential Functions:

- Manage the District student information system (PowerSchool), including user accounts
- Provide assistance to schools for setting up and maintaining scheduling, grading, and other school-related requirements in PowerSchool
- Maintain and create all District forms in PowerSchool relating to enrollment and student registration
- Work with Coordinator of Technology Support and Application to integrate curriculum software and maintain data integrity with PowerSchool
- Complete all New Hampshire State Reporting requirements (i4see, EIS, and LACES) accurately and on-time as required
- Prepare and submit all Federal CRDC reporting as needed
- Update and maintain electronic inventory of District technology assets
- Work with Data Technicians to maintain help desk ticketing and inventory software
- Provide administrative assistant support to the Director of Technology as requested
- Perform other job responsibilities related to the District’s technology program as directed by the Director of Technology
- Other duties as assigned

Skills:	A minimum of two years of PowerSchool experience and knowledge of New Hampshire State Reporting process is preferred to meet the needs of the District and its deadlines Must be well-organized, possess strong written and oral communication skills and be able to work well with non-technical staff.
Knowledge:	The ideal candidate will also possess basic knowledge and understanding of software programs such as email, Excel, and other office products.
Abilities:	Ability to work in a team environment with minimal supervision is required.
Working Environment:	The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, pushing, pulling, and fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience:	Minimum of two years of comparable experience preferred
Education:	Minimum of a High School Diploma
Certification(s):	N/A

Approved by the HR Committee On:	01/22/2020
Revised Date:	05/24/23