



October 16, 2025

Internal/External Posting

**Data & Systems Support Specialist
Oxford Virtual Academy
2025-26 School Year**

Primary Function: Assist in the support, development, and growth of Oxford Virtual Academy's data and systems.

Qualifications – Education & Experience:

1. High school diploma required. Associates degree or equivalent combination of education and experience preferred.
2. Experience managing data across multiple online systems.
3. Experience managing multiple priorities, maintaining efficient workflows, and meeting deadlines in a fast-paced environment.
4. Experience and training which provide the following abilities, skills, and knowledge:
 1. Knowledge of grammar, spelling, punctuation and mathematics to perform successfully in this position.
 2. Proficiency in Google Workspace and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 3. Experience with student information systems and database management; PowerSchool preferred.
 4. Possess a willingness to learn new technology skills, programs, and instructional platforms.
 5. Possess the keyboarding skills necessary to perform successfully in this position.
 6. Ability to compose clear, professional correspondence and reports.
 7. Ability to communicate with staff, students and community members in a courteous, tactful, and effective manner.
 8. Ability to operate standard office equipment including printers, scanners, and multi-line phone systems.
 9. Ability to work effectively with minimal supervision and make sound decisions.
5. Experience using advanced Excel skills preferred, (i.e. Logic Functions, Conditional Formatting, Data Validation, VLOOKUP, Pivot tables, etc.) and ability to learn new skills quickly.
6. Experience troubleshooting and supporting end users with technical issues.
7. Experience working in schools and managing student records (transcripts, grades, and the master schedule).
8. Absolute commitment to maintaining privacy of student and personnel information in compliance with FERPA and other regulations.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties & Responsibilities:

1. Student Records & Data Management
 1. Develop and implement processes to make the overall program more efficient.
 2. Manage multiple, variable tasks and data review processes, as well as mass data entry, maintenance, and update projects.
 3. Manage student enrollments for summer school.
 4. Manage online platforms for National Vendors programs, including creating appropriate course sections for each school, importing users, batch enrollment of users into courses, and cleaning up platforms at the end of the year.

5. Managing and validating course enrollments and collaborating with finance on billing.
2. Technological Support
 1. Assisting with integration between PowerSchool (SIS) and Vendor Platforms.
 2. Provide on-site support to remote locations.
 3. Provide off-site support to remote locations using web conferencing software.
 4. Resolve student, teacher, and mentor issues with online platforms and course content.
3. Departmental Support & Organizational Alignment
 1. Able to work a flexible schedule during peak times of the year.
 2. Exhibit professionalism and a positive attitude when working with others.
 3. Maintain regular and predictable attendance.
 4. Support the vision and mission of Oxford Community Schools.
 5. Perform other related duties as assigned.

Reports to: Building Principal

Salary Range: starting at \$50,185; commensurate with education and experience.

Benefits: Oxford Community Schools provides company paid coverage for dental, vision, life insurance, long-term disability, employee assistance program, sick and vacation days. In addition, Oxford Community Schools offers comprehensive medical coverage or a cash in lieu benefit, health savings account, flexible spending plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

To Begin: December 2025

**All applicants should apply online via the Oakland Human Resources Consortium:
Create an application/log-in [here](#)**

**Internal Application Deadline: Wednesday, October 22 @ 4:00 PM
External Application Deadline: Until Filled**