



**Corporate Address**  
 100 Executive Drive  
 Marion, Ohio 43302  
 P: 740 389 4798  
 F: 740 389 4517

<b>Job Title:</b>	PowerSchool Specialist		
<b>Department/Group:</b>	Student Services		
<b>Location:</b>	Remote 4 Days / Any META Location 1 Day	<b>Travel Required:</b>	Minimal
<b>Direct Supervisor:</b>	PowerSchool Manager	<b>Position Type:</b>	Full Time / Exempt

**Job Description**

**ROLE & RESPONSIBILITIES**

The PowerSchool Specialist is responsible for supporting all Student Information Systems applications in use by the META consortium with an emphasis on PowerSchool. The PowerSchool Specialist is also responsible for providing accurate data reporting, software support, operations support, and data communication needs for META and its consortium and contract districts. The position entails strong knowledge of the business of education, customer service, and technical support skills to best provide support to our consortium and customers.

**PRIMARY RESPONSIBILITIES INCLUDE**

- Assist in coordinating, planning and delivering training meetings with the META PowerSchool Team
- Communicate with and provide customer support as it relates to core PowerSchool and META Customizations
- Assist in day-to-day resolution of user inquiries via the Web Helpdesk Ticketing System
- Provide technical support and act as a liaison between META and consortium and contract districts
- Research and master the use of software used and developed by META Student Information Systems
- Work in a team setting to provide services related to PowerSchool
- Develop, create and distribute training and support manuals related to PowerSchool
- Operate, manage, and report information through all software in use by our consortium and contract districts
- Serve and attend software meetings as assigned
- Perform all other duties as assigned

**QUALIFICATIONS & EDUCATION REQUIREMENTS**

- Ability to communicate clearly in both oral and written communications
- Knowledge of educational software and support; ability to work with school staff and educational entities
- Ability to multitask and execute duties per deadlines with accuracy
- Previous training and experience in the PowerSchool or similar Student Information System package preferred
- Previous experience creating and distributing documentation preferred
- Valid driver's license & insurance (position may require limited travel)
- Willingness to undergo background checks including BCI and FBI reports