

Reports to: Director of Special Services

District Data and Attendance Specialist

**Position Overview:**

Each task requires exceptional knowledge and capabilities of the PowerSchool student information system, Microsoft Excel, Microsoft Access, and the IWAS system. Most tasks are performed daily. Some tasks require extensive monitoring and extra hours of work to be completed either after work or on a weekend. All duties require working closely with the District Special Education Director or designee. This is a position, which is subject to IDEA grant availability.

**Qualifications/Skills:**

- Familiarity with ISTAR, SIS-IWAS, and Embrace IEP Programs
- Advanced knowledge of all Microsoft Programs for query and data capabilities.
- Advanced knowledge of scheduling/gaining information in PowerSchool.
- Excellent Communication Skills to ensure that PowerSchool, Embrace, SIS, and ISTAR match always.

**Specific Duties:**

- 1) Maintains the ISTAR system to ensure that all stakeholders are trained.
- 2) Completes monthly attendance from all outplacement schools to ensure that all reports are completed. Ensures compliance in PowerSchool, SIS, and ISTAR.
- 3) Roll-over of ISTAR program to ensure attendance is accurate for each school year.
- 4) Reviews Indicator reports for all students in outplacements.
- 5) Reviews all Harrisburg Notices for attendance and reporting for: youth in care (Orphanage Report Fund E and F) students, and fund B students.
- 6) Enters correct tuition amounts and attendance in ISTAR for all outplacement students.
- 7) Assist in entering monthly attendance in SIS for outplacement students.
- 8) Ensures child count is submitted annually.

This is a grant funded stipend of \$5,000.