



## POWERSCHOOL/INFORMATION SYSTEMS (IS) ADMINISTRATOR

The PowerSchool/Information Systems (IS) Administrator at Leysin American School will be responsible for leading the technical administration of PowerSchool, PowerTeacher Pro, any additional PowerSchool modules (LMS, Assessment, Insights, etc) as needed, as well as systems administration and data integration with other LAS information systems (OpenApply, Boardingware, FinalSite, Magnus Health, CHQ). In addition, the PowerSchool/(IS) Administrator will assist and train school administrators, faculty, and staff with using these tools. This position is also responsible for extending PowerSchool (and edge systems as needed) to include new functionality such as a robust parent portal, summer school program, enhanced reporting, and data analytics.

### **Primary Duties & Responsibilities**

- Maintain the current PowerSchool and PowerTeacher Pro environments, including user accounts and security groups/roles, and recommend improvements in processes and workflows according to PowerSchool best practices.
- Plan and execute basic and advanced database functions as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases and program updates.
- Create and maintain advanced reporting capabilities within PowerSchool.
- Lead the research, analysis, requirements, design, testing and implementation of new PowerSchool-related features, customizations, and add-on modules (ex: Parent Portal, PowerSchool Unified Classroom, etc).
- Monitor ongoing operations and data integrity and assist with student data audits.
- Assist with and/or develop and maintain campus and master scheduling timelines and related activities (course catalogs, sections, etc) as needed.
- Support data analysis, student assessments and grading, and accreditation reporting needs.
- Work with other school staff to align PowerSchool and PowerTeacher Pro parameters (system configurations) to academic and other policies.
- Maintain appropriate system documentation on procedures and configurations.
- Serve as Tier 2 support within IT on user questions, customization & reporting requests, and technical problems with PowerSchool and PowerTeacher Pro, with ultimate responsibility for end user support.
- Coordinate and administer PowerSchool, PowerTeacher Pro, and add-on modules training to administrators, faculty, and school staff.
- Participate in evaluating new software projects to determine impacts and configurations.
- Design, develop, and test user portals, data integrations and SSOs within FinalSite for PowerSchool and edge systems.
- Design, develop, program, and test new features and functions within the PowerSchool environment to successfully migrate LAS Summer program from an existing in-house developed database.



### **Ideal Qualifications**

- Minimum 2-years experience managing a PowerSchool student information system and PowerTeacher Pro gradebook. Must have at least 1-year of student information systems (SIS) experience and 2-years of database administration/management experience.
- Advanced SQL, scripting, HTML, and reporting skills. Oracle and web application development desirable.
- Academic software knowledge and experience (LMS, Content Management Systems, etc.)
- Experience with Learning Support and Student Assessment systems and/or other types of data analysis systems.
- Preferred prior experience with common independent school systems, such as FinalSite, OpenApply, Magnus Health, CHQ, or similar systems.
- Excellent customer service and communication skills. Ability to work in an international, culturally diverse environment with users of all levels of technical knowledge.
- Strong organizational, analytical, and problem-solving skills.
- Bachelor's degree in Computer Science or Information Systems or related area, or equivalent work experience.

### **Contact**

*Please send a CV and cover letter, along with contact details for 3 references (one of whom is the current Head of School/Principal) to [employment@las.ch](mailto:employment@las.ch), subject: PowerSchool Administrator*