

Powerschool/Information Systems (IS) Administrator

The position will be responsible for leading the technical administration of Powerschool, PowerTeacher Pro and any additional Powerschool Modules (PS Registration, PS Learn, Unified Classroom, Performance Matters, etc.) as needed, as well as systems administration and data integration with other systems at DAS (SchoolsBuddy, Red Critter, Bridge-U, Finalsite, G Suite, O365, etc.). Administrator will support school staff as per their job roles in the use of the tools. The position is also responsible in extending Powerschool and other related school systems to include new functionality with a focus on enhancing the data analytics and reporting aspects as needed.

The role is responsible for providing the required technical systems administration support at two campuses Dunecrest American School (DAS) and Fairgreen International School (FIS) located in Dubai, United Arab Emirates which has combined current enrollment of 300 students.

Primary Duties and Responsibilities

- Maintain the current Powerschool and PowerTeacher Pro environments, including user accounts and security groups/roles, and recommend improvements in processes and workflow according to Powerschool best practices.
- Plan and execute basic and advance 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: 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.
- Participate in evaluating new software projects to determine impacts and configurations on the learning and instructional processes and workflows.
- Design, develop, and test user portals, data integrations and SSOs between Powerschool other related systems.

Technical Skillsets:

- Minimum 3-years' experience managing a Powerschool environment and Power Teacher Pro gradebook. Must have at least 3 years of schools systems and database administration/management experience.
- Advanced SQL, Scripting/Coding in HTML/WEB 2.0, and Report Development skills.
- Academic software knowledge and experience in K-12 learning environments.
- Experience with Learning Support and Student Assessment systems and/or other types of data analysis systems.
- Results driven, self-motivated and excellent customer oriented 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 System or related area, or equivalent work experience.

If you would like to apply for this position, please submit a letter of application and your complete resume/CV via email to: employment@esoleducation.com Please include at least 2 letters of reference, or the names and contact information of at least 2 references.