



**Title:** Student Data Specialist/Webmaster

**Qualifications:**

1. Associates degree in Business/Data Management or the equivalent of three years professional experience in data.
2. Five years progressive experience in a business office setting.
3. Proficiency in Microsoft Word, Google Apps, and advanced skill in Microsoft Excel. Experience with PearsonPowerSchool is preferred or experience exporting from a student information system. Working knowledge and experience uploading into PIMS (Pennsylvania Information Management Systems).
4. Experience organizing and uploading information to website pages.
5. Excellent organization and communication skills, in addition to the ability to effectively deal with multiple personality types. Skills in team work are essential. Self-directed, and the ability to work under minimal supervision to meet key deadlines.

**Reports to:** Student Data Coordinator

**Schedule:** 28 Hours Per Week; 12 Month Employee

**Job Goals:**

The role of the Student Data Specialist manages the student information for all students related to the generation of all annual Pennsylvania Department of Education (PDE) filings and reporting. This individual provides training and support to AGCS employees required to gather, log and maintain student data in the Power School database. This position is responsible for collecting, tabulating, and verifying (in excel) student data, and importing or uploading into the PIMS system. Managing the annual PIMS calendar and meeting all deadlines is required. This position will also provide support during Department of Education mandated assessments, uploading data to DRC for materials and providing administrative support to the Assessment Coordinator as needed.

The Webmaster position focuses on the on-going maintenance and improvement of the AGCS website, and provides technical support to employees who maintain individual school world sites. Great emphasis is placed on providing a reliable means of communication for any who visit our school web site. This position responds to all website assistance and data requests, as needed. This position manages day-to-day postings to the site, as well as long term projects to improve the overall communication and effectiveness of the website. The Webmaster maintains any online merchant service sites used to collect payment, and collaborates with the accounting department for payment tracking.

The above position will complete full documentation of data and website procedures; provide training to AGCS employees on website submission procedures and provide user training on any system changes.

**Responsibilities**

**Student Data Specialist: Main Activities**

- Once a student is initially enrolled in AGCS, the Data Specialist will work with multiple departments to obtain and update applicable PIMS status codes and data fields. The Data Specialist will generate student PA secure Id's and maintain student access codes. Primary demographic information will be maintained by the enrollment department.



- Collaborates with the special education department to submit annual reporting. Monthly Audits of special education data in PowerSchool in order to verify special education data for PIMS reporting. Use of IEP Writer as a resource for data validation.
- Modified and maintains data protocols for reporting. Coordinates and communicates with staff to comply with the projected timelines throughout the year and resolves any data concerns.
- Support the Café, Title 1, HR, Reading Assist, Ell, Discipline and Special Ed staff in auditing PowerSchool PIMS data. This includes training staff, and completing validation reports in PowerSchool. Collaborates with the enrollment and billing office, to assure accurate reporting of student enrollment for the annual Child Accounting Annual Reconciliations.
- Attends training as assigned for the purpose of gathering information required to complete state reporting and improve PowerSchool operations. Committed to professional development.
- Provide support to the school wide assessment coordinator. This includes uploading files for assessment labels, inventory of materials; verify student data and managing materials for PSSA/Keystone Exams. This includes other state wide assessment as assigned.
- Serves as support to the Student Data Coordinator and other duties as needed.

**Webmaster: Main Activities**

- Manage the website content on a daily basis to keep the website current. The involves daily posting of E-News and updating the “News” Section of [agcharter.org](http://agcharter.org). Communicate with the school divisions to confirm accurate postings and information via [agcharter.org](http://agcharter.org).
- Oversee the event calendar, by supporting divisional postings. Post any school wide events, and communicate with divisions when needed to verify postings.
- Recommend process changes to improve communications via [agcharter.org](http://agcharter.org).
- Create school world teacher sites. Maintain staff website access codes and provide technical support when needed.
- Annual website review to update departmental information and verify website content.
- Performs other duties as assigned.

**Physical and Mental Demands and Work Conditions:**

Sitting for extending periods of time, bending at the waist, kneeling or crouching to retrieve necessary files as required, the position requires some carrying, reaching and multiple repetitive tasks. Maybe required to lift up to 20 lbs. The Student Data Specialist/Webmaster must spend long hours in intense concentration. There are multiple deadlines associated with this position, which may cause significant stress. The Student Data Specialist/Webmaster must also deal with a wide variety of people on various issues, may be faced with high volume, constant interruptions and must meet on or off-site with other AGCS employees on a regular basis.

**Required Travel:**

The primary location is the Jennersville Business Office, but travel to other campus’ and trainings is required.

**Equipment Used:**

Computer, copier, printer, telephone/voicemail, and fax