



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0165

STUDENT INFORMATION TECHNOLOGY SPECIALIST

GRADE L

SCOPE OF WORK:

Work involves providing implementation, customized training and application support for all public schools throughout the state regarding the various modules of PowerSchool, the statewide student information system. Work also involves providing diverse technical training to external agencies on the Statewide Longitudinal Data System (SLDS), Common Core State Standards (CCSS), and a variety of other technology programs/applications.

DUTIES PERFORMED:

- Research, develop and deliver diverse technical professional development programs and PowerSchool modules to address the needs of external agencies, educators, school administrators, parents, students and for statewide reporting purposes.
- Participate in the development and administration of a user certification program for the State Longitudinal Data System (SLDS).
- Conduct needs analysis to determine training requirements and modify training based on needs of customer.
- Research, evaluate, and implement various training and evaluation methodologies; develop training standards based on organizational goals and objectives; schedule and present PowerSchool training sessions; operate and maintain a variety of training equipment; and maintain PowerSchool training documents in a content management system according to guidelines.
- Troubleshoot and resolve customer issues with the application in order to ensure accurate data for mandatory reporting and to facilitate and maintain effective customer relations.
- Maintain proficiency with PowerSchool applications and database in order to support customers in the use of the product; participate in specialized training provided by vendor or other experts.
- Maintain proficiency with additional applications where technical training is provided to external agencies such as SLDS, e-transcript, Common Core State Standards (CCSS), SQL Report Development, State Reporting Seminars and Excel.
- Assist in PowerSchool strategic planning; working closely with the vendor and team members to discuss protocols and to learn about upgrades and enhancements to improve efficiency and data quality.
- Facilitate and conduct PowerSchool implementations for new customers; conduct demos and provide consultations and assistance regarding implementation and conversion of data.

CLASS CODE: 0165

ND Class Description
Student Information Technology Specialist

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in education, information technology or a closely related field, and two years of professional level work experience in an information technology function related to the work performed.

Effective date (as PowerSchool Specialist): 11/09
Deleted classification 1/12 and applied Training Officer series
Revised 7/13, re-titled, re-instated and converted to Hay System