



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: Student Information Manager

Supervisor: CAO

Department: District

Classification: Exempt

Contract Length: Year-Round (260 Days)

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,400 in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments.

Job Summary:

The Student Information Manager Leads (SIM) and directs all efforts related to the student information system, currently PowerSchool. They initiate system tasks, identify failures and abnormalities, initiate corrective action, and recommend any systematic changes to use of the system. They are responsible for ensuring end users of the system have accurate information and understanding of various compliance requirements in addition to operational knowledge in terms of how to use student information systems. The SIM serves as the lead staff member on compiling data for purposes of local, state, and federal reporting requirements.

I. Position Relationships:

Reports to: CAO

Coordinates with: CFO, CSO, President/CEO, Leadership team, and School Administrative teams.

II. Position Responsibilities:

- a. Become an expert user in PowerSchool, grade book, Clever, NWEA MAP, and other related software as implemented
- b. Responsible for all State of Wisconsin WISE-system reporting including but not limited to WISEid, WISEdata Portal, WISEdash, SAFE, School Directory, Ed-Fi Credentials, and SPR
- c. Responsible for the integrity of the City of Milwaukee Learning Memo student data
- d. Manage the immunization process and all required reporting
- e. Oversee the Civil Rights Data Collection process and all required reporting
- f. Manage the Direct Certification process and all required reporting
- g. Maintain PowerSchool Database integrity
- h. Provide Student Enrollment Information to Admin as requested in a timely manner
- i. Train and insure teachers take attendance in PowerSchool
- j. Provide instructions to Director of Special Education and Student Services, Principals and assistant principals, administrative assistants, school culture team members, and other designees on maintenance of students discipline information in PowerSchool



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- k. Register and enroll all new students using PowerSchool
- l. Assist where student data and software expertise impacts scheduling
- m. Responsible for integrating schedules into PowerSchool as created by the Principal, and meeting deadlines
- n. Produce reports from the Student Information Systems for internal and external use
- o. Work with the CAO, Principals and Technology Manager to ensure the availability and credibility of data to fulfill the school's state reporting requirements
- p. Provide user support and Professional Development to teachers on use of the attendance system and electronic grade book.
- q. Work with other school personnel and owners or portions of student data including, but not limited to Special Education Director, Administrative Assistants, District Directors, Counselors, and Principals
- r. Attend all related training
- s. Provide technical support on PowerSchool to members of the school community
- t. Ensure the student information systems are backed up daily and available to staff at all times.
- u. Responsible for help-desk services regarding PowerSchool for school users
- v. Assist teachers and other staff with PowerSchool
- w. Assist in training that will be conducted for all academy computer users at times that are conducive to their schedules including before and after school
- x. Help create a positive learning environment for staff
- y. Manage the student information system in PowerSchool
- z. Manage the immunization process and reporting
- aa. Other duties as assigned

III. Position Qualifications:

Desired Qualifications: Minimum 3 years' experience in the following:

- Operating a SIS product and supporting end users
- Setting up and configuring a SIS product
- Developing and delivering training to support end users
- Working with large vendors on issues and operations
- Demonstrated experience in direct user support
- Proficient in Microsoft Office and Excel, Google Docs

Special Requirements:

- Ability to work independently without direct supervision within stated procedures and policies.
- Ability to work in a fast paced environment.
- Analyze complex issues and systems, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Strong understanding of project management methods and practices, including methods of creating designs, plans, specifications, estimates, reports, tests, and recommendations.
- Knowledge of current instructional and assessment practices.