Student Data Administrator Proposal

The work of a Student Data Administrator directly supports the district, individual schools, teachers, staff students, and parents by coordinating, managing and troubleshooting the PowerSchool SIS (student records), PowerTeacherPro (teacher gradebooks), PowerSource (staff professional development), ParentPortal (parent access), and PowerSchool Registration Portal (new student enrollment).

The ultimate goal of this position is to provide Derby administrators, faculty and staff with regular, personalized professional development to build capacity across the district to increase operating efficiency and deliver reliable data that is easily accessible to end users. This information is critical to monitoring progress, analyzing data, and reporting results.

Below is a list of main categories of work and a detailed list of tasks associated with this role. These are just some of the primary responsibilities associated with this role, but it does not represent everything.

Yearly Processes

Throughout each school year, there are always set up items and processes to perform. Each school and district differ, but here are some of the most common items:

1. **Start of New Year**

   - Calendars created and customized for each school
   - Grading terms and setup completed for each school
   - Attendance codes, calculations, preferences, and settings reviewed for every school
   - School transportation and bus routes updated with all current routes and times
   - State Reporting changes identified, guides reviewed for any state changes, and data updates made
   - PowerSchool program updates reviewed and installed
   - Registration contacted to update and revise online forms for parents. This ensures the school has updated addresses, numbers, and guardians
   - System settings configured for new school year and verifying all staff and parents have access to the new year and not the old year
   - Accounts and security reviewed for all staff, including adding new staff and deactivating staff no longer here
   - Parent information provided for new parents to the district and PowerSchool. (Actual training and/or documents provided with instructions.)
   - Updating all object reports and form letters with the new school term and verifying signature lines are still accurate
   - Updating the school information for each school as administrators or job roles may have changed

2. **Scheduling**

   - School master schedules created for all schools
   - Student schedules created for all schools
   - Daily changes made to both kinds of schedules as turnover occurs
   - Bell schedules adjusted to reflect changes as they occur.
   - Calendars adjusted for each school as snow days happen.

3. **Final Grades Each Term**

   - Gradebook calculations set for each teacher at every school and for every term
   - Final grades verified for each teacher at every school and for every term
   - Permanently store final grades for each school and term
   - Honor roll calculations run for each school and term
   - Class rank calculated and verified for the high school

4. **Data Input and Upkeep**

   - Consistent and routine checks performed weekly or bi-monthly to ensure staff are entering all data in the same format and correctly
   - Exports of data performed as requested by staff, the school board, testing companies, picture companies, and so on
   - Imports of data performed for local, state, and national standardized tests
   - Creates archives for data that is not carried over from year to year or vital for students
   - Coordinates PowerSchool backups the server data every night, but I also recommended keeping archives in case of staff mistakes

5. **Develop Training Materials and Deliver PD**

   - New staff will need proper training on how to use PowerSchool, and given access to documents and online courses
   - Program changes occur a few times a year, with at least one major release in the summer or winter. Staff will need to be informed of the impact on their daily tasks, and how to work with the new functionality

6. **State Reporting**

   - Setup items are often changed yearly. Those changes need to be identified so staff are completing the correct fields
   - Any new or changed data needs to be updated for each student
   - State reports are able to be run for each state deadline, and contain the correct data
   - If data is found missing from reports, staff need to be informed so the data can be completed correctly

7. **End of Year process**

   - Data validation reports run and corrections made for all core PowerSchool tables
   - PowerScheduler set up and assistance provided for those schools using the tool. The setup is very lengthy and detailed
   - Errors identified and corrected in regards to enrollment and scheduling dates
   - Student withdraws completed for students not returning
   - Final state reports printed and submitted
   - All report cards and transcripts PDF'd so archives are created
   - Student rollover is performed and verified it happened correctly

Training and Materials

One of the first steps to being independent is training all staff to perform tasks correctly. I normally do this in groups with short 1-hour sessions. Now the list of topics can be very lengthy, so I usually poll each school for training they need and training they would like. These topics normally include: searching for students, exporting and importing data, making mass data changes, creating reports, creating student lists, using student screens, updating contact information, managing student and parent accounts, running system reports, and managing attendance. After compiling the lists, I would create a monthly schedule of trainings so staff have advanced warning of which they can attend.

In addition to training staff for the day to day tasks, every process that I complete will need to be explained to someone else. This person may not always be the same person, but transferring the knowledge to others in the district will allow you to sustain accurate processes and clean data.

The final step is to provide documents to reinforce the training and allow staff to work on their own. I would create documents for each repeated process or task a staff person must perform; such as enrolling and scheduling new students, entering correct information for state reporting, or storing grades. Having a PowerSchool manual available not only helps current staff, but also makes training new staff easier. These documents would need to be edited periodically, but ultimately, they can ensure the data and processes are all performed correctly as time goes by and staff change.a

Routine Support, Troubleshooting and End User Customer Service

On a daily basis, the Student Data Administrator will coordinate day-to-day operations of the PowerSchool system and act as a liaison with end users and internal and external support staff to assure accurate problem interpretation and a resolution. This really will be daily work because so many people don't know enough about PowerSchool or don't have support documents to help them when questions come up. There will always be daily PowerSchool work as problems occur or emergencies arise too. Staff need to know there is someone they can call if they forget how to do something or make a mistake.

When answering these questions, I'll also be walking the person through what to do (I won't just be fixing it) and providing written instructions, if needed. I see questions as a good sign and the perfect opportunity to transfer small chunks of knowledge.

Monitoring locked accounts for all staff, students, and parents happens every day. If an account is locked, or someone forgets their password, I must unlock or reset the password manually.

Additionally, I'd be contacting PowerSchool when system and server problems occur. Contacting Technical Support is often a very lengthy process and can only be performed by a designated person. This should be something only a PowerSchool administrator or IT person completes.

Data Cleanup

This is one task that often takes much longer to complete than it seems. Not only does the data have to be exported out of PowerSchool, but it needs to be verified and corrected with the staff who use the data, then imported back in. Also, some cleanup will need to be performed one student at a time, and there are situations where you can't avoid this.

These are some current data clean up needs that should be addressed immediately:

1. Standardize how student demographic data is formatted.

2. Correct historical grades for QPA and GPA values at DHS.

3. Correct missing state reporting data for teachers, courses, and students.

4. Establish missing PowerSource accounts for staff so they can take online courses.

5. Import missing test scores for multiple grade levels (Smarter Balanced, PSAT, SAT, LASLinks, and any district benchmarks).

6. Import missing information in regards to enrollment, discipline, and transportation so that staff can use PowerSchool and not Excel or Word.

7. Update student/staff personal information and photos used for School Messenger.

Customizations

One of the most powerful advantages of PowerSchool is the ability to customize the program and create custom reports. I know each school is missing data on reports, and some schools are needing an entire report to get data they need to provide to someone else. I can create the needed custom reports. Then staff only have to run them, print them, or export them. Some reports can be created in a day, but others may take a few days to create.

 I will also install, monitor, and update custom reporting packages that are available for customers. These are free reports, but are a huge help when you need custom reports quick.

 I also know there are places needed to record information in PowerSchool that don't currently exist. I have the HTML and JavaScript knowledge to customize the PowerSchool pages in the areas that customers are allowed. Be aware that PowerSchool can't help you if your custom reports or pages don't work. Customizations are the district's responsibility. However, I can train someone in the district to edit any customizations, in case changes are needed in the future.

State Reporting

All of the categories listed above apply to State Reporting in some way, and I know accurate reporting information to the state is vital.

If we combine these all together:

- Get the system set up properly.
- Get staff trained fully.
- Provide a person staff can contact daily.
- Get the data cleaned and corrected.
- Create the reports and/or custom pages to get the data out easily.

Then, we have accurate reports for the state.

Terms

Requested salary of $30,000 for a 12-month contract working 20 hours per week.