

Rangley Lakes Regional School

Job Description

TITLE: Database Administrator

QUALIFICATIONS:

- BA/BS degree, a plus
- Experience with Microsoft Excel, Google Sheets and PowerSchool
- Valid CHRC and fingerprints

REPORTS TO: Superintendent/Principal

SUMMARY

Manage ongoing student data entry into PowerSchool, including all necessary imports, exports, reporting, enrollment, and student data needs. Provide reports and assistance to administration as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

PowerSchool

- Responsible for accurate and timely student data input into PowerSchool, including: assisting with student scheduling, new student enrollment, student exits/transfers, new or existing staff accounts, generating and posting report cards, generating transcripts and other student data related tasks as deemed necessary
- Manage and complete state reports on a deadline for MDOE and other reports as necessary
- Assist with setting up and maintaining student/staff accounts related to NWEA
- Coordinate with Assistant Principal and Principal to review, maintain, and store student assessment data, including NWEA, PSAT, SAT, ASVAB, Maine Through Year and others as deemed necessary

Guidance support

- Score entry for dual-enrollment and online courses
- Score entry for Student Aide, Work Experience, and Foster Tech courses
- Other duties as reasonably assigned

LANGUAGE SKILLS

Ability to read, analyze and interpret general industry periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedural manuals. Ability to effectively present information and respond to questions from groups of parents, colleagues and the general public

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory to instructional programming; Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to learn and navigate existing software programs, including but not limited to PowerSchool, Microsoft Office (specifically Excel), Google Docs (specifically Sheets) and other programs as deemed necessary. The position requires the individual to meet multiple demands from several people and interact with the public and other staff while maintaining a high level of confidentiality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and squat low. Occasionally, the employee will bend, twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50lbs.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR: Established per contract

EVALUATION: Every three years

The information contained in this job description is more compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

ADOPTED: AUGUST 2020; REVIEWED: 2.6.2024