



**International
School**
Los Angeles
**Lycée
International**

Campuses
Burbank
Los Feliz
Pasadena
West Valley

IT & SIS Administrator

About the International School of Los Angeles

Mission:

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment. Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world. We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

Values:

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

Job Description

Title: IT & SIS Administrator

Department: IT Department

Reports to: IT Director

Location: Burbank - Campus, Burbank, CA

Compensation: Salary Rate of \$70,000 – \$80,000

Expected Hours of Work: Monday – Friday, with occasional evenings and weekends as needed.

Main Objective:

The IT and SIS Administrator is responsible for the daily maintenance of the School Information System (PowerSchool SIS) including all data management between PowerSchool SIS and third party tools (P-Enrollment, School Cash Online, Clever, SchollMessenger, SchoolPass, etc.). The administrator will also strategically manage, create, and perform SIS yearly and end of term tasks such as close of the year, setup of the new year, report card and transcript generation. They are expected to be a team player, committed to LILA's mission, and be passionate about encouraging excellence in education. The administrator will support the other IT Department by providing guidance and support for daily activities, outcomes, and product knowledge.

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Selection Criteria

Qualifications:

- Bachelor's degree from an accredited institution
- Strong proficiency in student information systems in K-12
- Experience managing SIS (Preferably PowerSchool)
- Background in database management.
- Ease and experience with Windows-based computers, internet, emails, and proficient typing abilities

Desirable Qualifications:

- Microsoft Office Suite (Excel proficiency), Google Admin, InfoSnap/PowerSchool Enrollment, Adobe, School Messenger
- Strong written and oral communication skills
- Prioritize effectively, ability to multitask, and to problem solve
- Working as part of a team and maintaining effective working relationships
- Excellent Customer Service Skills
- Ability to be flexible and adapt as needed between in-person environments.

Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

Essential Duties

- Oversee the day to day operations of the Student Information System (SIS) and serves as the technical point of contact for entire school.
- Train and assist school personnel on utilizing the SIS and other supporting data systems and applications such as PowerSchool for administration and PowerTeacher for faculty, such as data entry, retrieval, storage, security, manipulation, reporting, data collection, printing and disposal of data.
- Serves as the point of contact between the School and PowerSchool Tech Support (open support cases, troubleshooting, submit enhancement requests, etc.).
- Assist in the preparation of written materials (i.e., procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Ensure SIS is running smoothly at the start of the year and throughout the year; update settings as needed.
- Update grade scales in SIS according to the school assessment policy review.
- Provide technical assistance and support in troubleshooting and problem solving with data system users (staff, administrators, school personnel, outside vendors and service providers).
- Assist in creating of user accounts, management of passwords, and establishment of permissions for district user accounts to include personnel, student accounts, parents, contracted workers, etc.
- Perform other duties as assigned by the IT Director.

Start & End of School Year

At the end of the academic year (mid-June) and before the start of the new year (mid-August), perform the following:

- Prepare SIS for student rollover (add terms for next year, student information for next year, etc.).
- Collect scheduling information from Campus Directors during summer break.
- Set up master schedules for all campuses in SIS.
- Verify accuracy and update courses, course credits, course grade scales, standards, GPA points, teachers, co-teachers, course sections.
- Enroll students in courses, and process student schedule changes as requested by administration.
- Modify courses information and apply student's schedules/homeroom changes requested by administration in first weeks of the year.

Data Management

- Import and export data between admissions database (P-Enrolment/InfoSnap) and PowerSchool SIS.
- Implement and maintain export scripts, plugins and API between PowerSchool SIS and third party tools and Database.
- Build and create custom exports (PDF, CSV, etc.) for anyone who may need data reports of other systems (college database, School Administration reports, AEFÉ, etc.).
- Create and maintain custom fields of data in accordance to the School's needs.

Parents & Students Portal

- Create and assign parent and student portal credentials for grades 7th through 12th.
- Train 7th grade students in portal initiation.
- Assist campuses with answering parent and student questions regarding PowerSchool and parent/student portals, technical support.

Transcripts & Report Card

- Maintain and update Report Card templates for every curriculum at the school (Cycle 1, Elementary, 6th grade, Middle school, French High School, International High School, etc.)
- Manage report card procedures at the end of each term, such as verifying, generating, splitting, storing and emailing to parents.
- Generate and store transcripts at the end of each term for grades 7th through 12th.
- Assist the Registrar and the College Counselling Department in fulfilling Records such as Report Cards, and Unofficial/Official Transcript Request for Parents, Students and other educational institutions.

IT Support at the Burbank Campus

- Assist Administrative and Faculty staff with daily IT support requests such as, Smartboard connexion, Teacher Laptop issue, Chromebook reset, etc.
- Contribute in IT projects as needed

Supervisor Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/ Expected Hours of Work:

This is a full-time position with standard office hours Monday through Friday, with occasional evenings and weekends as required.

Travel:

Some travel to other LILA campuses for meetings and events.

Work Authorization:***J visa holders cannot be considered.***

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and health requirements of health screening, TB, and immunizations.

The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.