

Pee Dee PowerSchool Trainer (Job Id 1037)

Location: US:SC: Florence
Category: Admin Position Category
Employment Type: Contract Services
Salary: Daily Rate 275.00 (7 hours per day)
(No Fringe Benefits)

Post Date: 06/20/2023
Close Date: **Until filled**

Description

PowerSchool Trainer

Responsible to: Executive Director of the Pee Dee Education Center

Send Cover Letter and Resume to: Executive Director, Pee Dee Education Center, 520 Francis Marion Road, Florence, South Carolina 29506; crichardson@pdec.net

SUMMARY: PowerSchool Trainer will provide training, support, research, and workshop preparation for member districts at a daily rate. PowerSchool Trainer will schedule workshops and consulting services to meet training needs and requests from districts. All training is to be approved by the Executive Director prior to the training beginning. Virtual training is also to be provided where appropriate.

MAIN DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Assists schools in evaluating the effectiveness of scheduling practices on meeting student need.
2. Designs and delivers training to administrators/scheduling teams regarding the scheduling component of the districts' PowerSchool.
3. Coordinate and/or provide training on master schedule construction for secondary school levels.
4. Provides individual assistance to schools experiencing scheduling issues.
5. Provides reports on the status of PowerSchool training by district.

EDUCATION and/or EXPERIENCE:

A minimum of two years of experience working with school scheduling. Detailed knowledge and experience in development of school master schedules 6-12. Demonstrated ability to develop and deliver training to adult learners across multiple technology applications, including student information systems and databases. Strong technology application skills. Ability to successfully manage multiple tasks, projects, and responsibilities.

WORK DAYS AND SALARY:

Contract Days (7 hours per day) as approved by the Pee Dee Education Center Executive Director