



NursesMC™

PowerSchool Administrator

NursesMC Overview:

The Nurses Middle College (NursesMC) charter high school model was created in 2011 as a solution to the critical nursing shortage and to ensure a diverse nursing/healthcare workforce is prepared to improve health equity outcomes. The flagship school, located in Providence, RI has received national and international attention for its innovative design, impressive student achievement, and positive impact on the community. NursesMC students receive a rigorous college preparatory curriculum, participate in health care internships, obtain an entry level patient care workforce certificate, and earn up to 16 transferable college credits towards a nursing/health care post-secondary degree. The second NursesMC school launched in Albany, NY in fall 2023, and a third school is scheduled to open in Nashville, TN in fall 2025. NursesMC is a non-profit Charter Management Organization, and its network schools are separate, 501c3 organizations with their own local Boards, working collaboratively and contractually with NursesMC to replicate the nursing middle college model with fidelity to the NursesMC's mission and vision.

Position Overview:

The PowerSchool Administrator will oversee the technical administration and daily operation of PowerSchool and related systems within the NursesMC Network of Schools. This role is critical for ensuring the accuracy and integrity of student information system (SIS) data while providing training and technical support to staff, students, and parents. The PowerSchool Administrator will also work on customizations, data reporting, and system enhancements to support the organization's mission. Additionally, the PowerSchool Administrator will be responsible for the setup and implementation of PowerSchool in new schools as NursesMC expands to new locations.

Key Responsibilities:

- Administer PowerSchool and related modules, ensuring proper system setup, user accounts, and security settings.
- Lead the setup, configuration, and implementation of PowerSchool in new schools and regions, ensuring alignment with organizational standards and compliance requirements.
- Provide training and support for administrators, staff, students, and parents on PowerSchool use, system updates, and new features.
- Analyze user requirements and design new SIS features, including enhanced reporting and data management.
- Ensure data integrity through audits and timely submission of state and local compliance reports.
- Customize PowerSchool pages, including HTML coding, custom data fields, and screens, to meet school needs.
- Maintain advanced reporting capabilities and workflows in PowerSchool based on best practices.
- Manage day-to-day technical support and system troubleshooting.
- Communicate with PowerSchool users regarding data entry and system use, and maintain accurate user guides and training materials.

- Oversee year-end processes, including preparing reports, archiving data, and managing student rollovers and graduation transitions.
- Manage parent and student portals, including account creation, password resets, and portal access.

Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field, required.
- 2+ years of experience in PowerSchool administration or similar SIS systems required, including customizations, reporting, and data management.
- Experience with School Mint, preferred
- Previous experience in a K-12 school setting, preferred.
- Experience in project or program management, particularly in fast-paced or entrepreneurial environments.
- Experience in system setup and implementation, especially in new regions or schools, is highly desirable.
- Familiarity with HTML, custom data fields, and SIS integrations.
- Strong problem-solving skills and ability to manage multiple projects simultaneously.
- Excellent communication skills, with the ability to provide effective support to non-technical users.

What We Offer:

- Competitive salary and benefits package.
- Professional development opportunities.
- A supportive and collaborative work environment.
- The opportunity to make a meaningful impact on students' education and future healthcare careers.

How to Apply:

Interested candidates should submit a resume and cover letter to cdepaula@nursesmc.org with the subject line "PowerSchool Administrator Application – [Your Name]."

Application Deadline: October 14, 2024

Annual Salary: \$70,000-\$80,000

Travel may be required at times. Schools are currently located in RI, NY, and TN.

NursesMC is an equal-opportunity employer and celebrates diversity within our staff and community. We encourage all qualified applicants to apply.
