

**HOLT PUBLIC SCHOOLS  
INTERNAL/EXTERNAL POSTING**

**POSITION: STUDENT INFORMATION SYSTEMS AND DATA SUPPORT SPECIALIST  
ADMINISTRATION BUILDING  
CLASSIFICATION – 12 MONTH POSITION**

**ABOUT OUR DISTRICT:**

Holt Public Schools is located in the Lansing metropolitan region. It is primarily located in Ingham County with portions in Eaton County. We provide educational programs from Early Childhood through and beyond 12<sup>th</sup> grade including access to Early College programming and Career and Technical Education. Our current enrollment totals approximately 4,800 students. Our student body is approximately 45% persons of color with significant ethnic diversity and representation from historically marginalized groups. We employ approximately 800 employees and are committed to hiring and supporting a more diverse workforce. Holt Public Schools is committed to creating an environment in which every member of our community is seen, heard, valued, and welcomed. Diversity, equity, and inclusion is essential to this endeavor.

**JOB DESCRIPTION:**

This position is a part of our Information Systems Department. The position supports our Student Information System (PowerSchool), data integration, the district website, and other communication platforms. Overall, the position requires critical thinking and creative problem solving, a willingness to learn new systems and platforms, and flexibility in thinking about processes.

**QUALIFICATIONS:**

- Bachelor's degree in technology, instructional design, or related field OR equivalent job experience.
- Two or more years of recent and relevant experience in application support, database management, and/or industry certifications may be used in lieu of degree.
- One year of experience with Student Information Systems preferred, with an emphasis on Skyward and PowerSchool.
- Demonstrated ability to provide technical support to non-technical users.
- Demonstrated knowledge of and experience with applications, databases, report writing, queries, importing, and exporting.
- Demonstrated ability to create training materials and deliver training both in groups and in one-on-one settings.
- Ability to identify needs and analyze data.
- Ability to define problems, collect data, troubleshoot issues, and solve problems in a timely and methodological fashion.
- Demonstrated ability to work both independently and as part of a team.
- Excellent communications skills and the ability to interact effectively with both technical and non-technical personnel.
- Excellent customer service skills to develop and maintain positive relationships with vendors, constituent district staff, and internal department staff.
- Excellent problem-solving and critical thinking skills.
- Demonstrated ability to work with confidential data.

## **PERFORMANCE RESPONSIBILITIES**

1. Provides expert level technical support of the PowerSchool application as the Student Information System, as well as Skyward for finance, HR and payroll, data and database to district/school personnel.
2. Assist end users in the effective use of data, applications, and databases through general support, group and individualized training, the creation of tutorials, and resolution of problems.
3. Create/write/provide reports and queries as required for the purpose of providing actionable data to users across all modules.
4. Execute exports, imports necessary to interchange data to and from PowerSchool and Skyward and other applications (Enrollment, Aimsweb, PSAT, SAT, MME, etc.).
5. Perform and/or support operation processes including but not limited to pupil accounting, state reporting, TSDL, ACA, new year rollover, scheduling, online enrollment/registration.
6. Acts as an intermediary between application support (i.e. PowerSchool support) and end users to facilitate the resolution of problems/issues/program bugs.
7. Maintains application security, configuration, and setups on all applications (Skyward, Aimsweb, VersaTrans, etc.), modules and features including but not limited to codes, grading, attendance, MTSS, report cards (including standards based), student photos, academic standards/CCCSS, TrueTime, Employee Access, Fees and online payment, Skylert, org charts, etc.
8. Communicates updates, new features, training opportunities, outages to users.
9. Assists users with application specific hardware issues such scanners, signature pads, cameras and general computer support for applications.
10. Monitors and ensures adequate application and database performance and availability. Assists in the resolution of performance and/or access issues.
11. Ensures that external and internal regulations and policies governing data management are met including regulations concerning security, auditability and privacy.
12. Facilitates the effective use of applications and data by analyzing needs and engineering effective processes. Recommend improvements in processes, applications, and databases.
13. Creates instructional materials which facilitate the effective use of applications, data, and databases. Develops and maintains standard operating procedures and user training documentation for applications and databases.
14. Performs other duties as assigned by Executive Director of Curriculum and Staff Development and/or the Director of Information Technology.

*The preceding data is intended to convey information about the job and its responsibilities, and is not an exhaustive list of the skills, efforts, duties, responsibilities and working conditions associated with it.*

## **PHYSICAL REQUIREMENTS:**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

- Ability to access all school locations.
- Ability to enter and retrieve information from a computer.
- Ability to lift and move books, boxes of paper, supplies, and other materials.
- Ability to access files and shelving areas, including bending, stooping, and reaching to various locations.
- Ability to climb stairs and ladders.

## **WORKING CONDITIONS**

- Office environment (on-site).
- Full-Time, Ongoing 12 Month position.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluations.

**TO APPLY:**

**Internal Candidates:** Please send a letter of interest to Human Resources at [humanresources@hpsk12.net](mailto:humanresources@hpsk12.net).

**External Candidates:** Please visit our job openings at <https://jobs.redroverk12.com/org/holtpublicschools> to apply.

Posted: May 7, 2025

Deadline: May 21, 2025. This will remain open until it is filled.

*Holt Public Schools does not discriminate on the basis of sex or gender in the admission to or employment in its educational programs and activities. Questions may be referred to the Local Coordinator for Title IX, Erin Quinlan, Director of Human Resources, 5780 W. Holt Road, Holt MI 48842, 517-694-6392.*