



Your Partner For
Worry-Free Efficiency

1007 Cottonwood Drive
Loveland, OH 45140

Open Position: Support Specialist, PowerSchool SIS Support Position

HCC (ITC) is seeking an experienced individual to be part of the HCC Student Services Team with the goal of supporting local school districts with support of the PowerSchool student information system.

Application Deadline: Until Filled

Position Starts: Negotiable

Employment Status: Full-time---261 days

Salary Range: Negotiable

Location: Loveland, OH (Fully Remote may be an option)

Performance Responsibilities:

- Maintain proficiency in PowerSchool SIS software
- Assist in supporting and training of districts utilizing PowerSchool SIS software
- Troubleshoot all PowerSchool requests through email, helpdesk, and phone calls
- Prepare resources for end users (training materials, quick tips, how-to video's. etc.)
- Schedule and conduct meetings with district users
- Expected to present trainings on a one on-one basis and in a group setting
- Works with underlying source data/programs to help resolve user's questions
- All other duties as assigned by Administration



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Preferred Qualifications:

- Experience with PowerSchool SIS software
- Experience with EMIS reporting responsibilities
- Experience with student scheduling
- Demonstrated ability to conceptualize, evaluate, prioritize and solve complex problems independently
- Demonstrated ability to establish working relationships with co-workers and function as part of a cohesive team
- Embodies high ethical standards and integrity
- Accepts responsibility for decisions and conduct
- Able to work in an interruption intense environment
- Proven ability to maintain confidentiality of privileged information
- Ability to develop training materials and supplemental documentation
- Ability to interact comfortably and confidently with the public
- Adaptable to performing new responsibilities as work environment changes
- Willingness to travel as directed

Please submit a cover letter and resume to:

David Downs, Executive Director
Hamilton Clermont Cooperative
1007 Cottonwood Drive
Loveland, OH 45140
Email: david@mail.hccanet.org
513-728-7942