



Lake Highland Preparatory School Position Announcement

Academic Database Coordinator

About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

Summary

The Academic Database Coordinator works closely with all three divisions of Lake Highland: Lower School, Middle School, and Upper School. This role supports the academic directors to provide school-wide academic database services. This position is responsible for managing, maintaining, and updating the school's student information system (SIS), PowerSchool and PowerTeacher Pro Gradebook. Knowledge of our learning management system (LMS), Canvas, is helpful. This position works in the Registrar's office and reports to the Director of Upper School.

The ideal candidate should have prior experience and a good working knowledge of all aspects and functions of PowerSchool, including PowerScheduler, Student Contacts, plugins, and



customizations. They will serve as liaison between the school and PowerSchool to provide technical support, expertise, and direction. Must have strong attention to detail and good multitasking skills. The ideal candidate will maintain integrity, accuracy, and security of all data as it pertains to students, parents, employees, and the school.

We encourage applicants from underrepresented groups to apply.

Education/Experience

Minimum three years of working experience with PowerSchool preferred.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: LHPS conducts background checks, including fingerprinting and drug testing and may use a third party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer.