



Data and Information Systems Coordinator

Position Summary

American Classical Schools of Idaho (ACSI) is seeking a mission-aligned Data and Information Systems Coordinator to oversee the management and maintenance of student information, data, and reporting. This is a full time, hybrid position reporting to ACSI's Chief Operating Officer.

About ACSI

American Classical Schools of Idaho is a 501c-3 non-profit organization that exists to support the startup, growth, and flourishing of K-12 American classical charter schools throughout Idaho. These schools are tuition-free, public schools open to all interested students and families. The ACSI staff is led by a Chief Executive Officer, who oversees the School Support Office, which provides core support services to member schools.

Our Mission

ACSI's mission is to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

Our Schools

ACSI's relationship with member schools is informed by the philosophy of federalism, which establishes that most decisions are best made at the local level. Notwithstanding, for the purposes of mission accomplishment, unity of effort, and operational excellence, certain elements must be agreed upon and standardized as a group.

Currently, over 1,800 are enrolled in four growing ACSI schools: Treasure Valley Classical Academy, Idaho Novus Classical Academy, North Idaho Classical Academy, and Valor Classical Academy.

Future Growth

ACSI has over 2,100 students waitlisted for future schools across the state of Idaho. A school founding effort originates in the local community with local interest (bottom up vs. top down).

Key Responsibilities

System Management

- Manage the implementation, maintenance, and optimization of each school's Student Information System (PowerSchool).
- Configure and manage the technical system backing each school's lottery.
- Oversee secure data integrations between the SIS and other educational platforms.
- Develop and document best practices for data entry at the school level.
- Train and assist school personnel on utilizing the SIS and other supporting data systems and applications.

Data Reporting and Compliance

- Oversee all state, federal, and additional reporting for schools.
- Manage an annual compliance calendar for schools.
- Partner with school-based personnel to ensure reporting is accurate, reliable, compliant, and on-time.
- Serve as the standard bearer for data integrity, proactively resolving any issues, errors, or discrepancies.
- Ensure timely and accurate data submissions to the Idaho System for Educational Excellence (ISEE).
- Assist with federal, state, and local grant submission and reporting.
- Produce effective data visualization tools.
- Create actionable dashboards for school and ACSI leadership.
- Analyze student data within and across schools to synthesize actionable trends.
- Ensure the confidentiality and security of all information pertaining to students, parents, staff, and community in accordance with federal and state regulations.

Qualifications

- Deep commitment to ACSI's mission.
- Bachelor's degree.
- Prior project or program management experience, including demonstrated ability to work with data and navigate computer systems and platforms.
- Previous experience with school-level data management systems (PowerSchool preferred).
- Experience working in a fast-paced, entrepreneurial environment.
- Adept at problem solving and decision making, with a keen attention to detail and strict adherence to data confidentiality, including compliance with FERPA and applicable federal and state privacy regulations
- Ability to self-direct, prioritize, and multi-task among competing goals.
- Customer-service orientation in assisting schools and end-users as they seek to provide, access, and understand data.
- Demonstrated ability to work well with others and build relationships across teams.
- Excellent verbal and written communication skills.
- Advanced proficiency with Microsoft Excel. Experience with database management and integration. Experience with SQL or equivalent is strongly preferred.

Position Details

Status: Full Time

Location: Hybrid with time spent onsite weekly at ACSI member schools

Compensation: ACSI offers a competitive salary, as well as a flexible retirement plan and comprehensive group health benefits package, including medical, dental, and vision.

Reports To: ACSI Chief Operating Officer

How to Apply

Candidates who share ACSI's commitment to forming future citizens through a rigorous classical education are encouraged to apply. Please submit the following materials to info@acs-id.org with the subject line *Data and Information Systems Coordinator Application*:

- A cover letter describing your interest in ACSI's mission and your relevant experience
- A current resume
- Two to three professional references