



## **Administrative Data Coordinator**

**Status:** Full Time, Exempt

**Salary:** Commensurate with experience and current state salary schedules

### **Organization Overview:**

Pattison's Academy is a nonprofit organization with the mission to unlock the potential of individuals with disabilities and empower their families. Located in Charleston, South Carolina, we provide individualized, comprehensive, year-round programming for children with disabilities through our charter school, summer camp, therapy services, and early intervention services. Our collaborative model places the child at the center of care and surrounds them with a multidisciplinary team of specialized providers, ensuring that all children's needs are addressed with compassion and expertise. By consolidating their care network, we provide a one-stop destination with the tools necessary for children with disabilities and their families to thrive.

### **Job Summary:**

The Administrative Data Coordinator is pivotal in supporting the mission of Pattison's Academy. Reporting to the Director of Operations, this position is primarily responsible for managing student data collection, entry, and reporting through PowerSchool, greeting and assisting families and visitors, and providing administrative support to the organization. As an essential member of the administrative team, this position works collaboratively with staff, families, stakeholders, and partners to facilitate the organization's success. Additionally, this role requires flexibility, teamwork, and attention to detail to ensure the smooth operation of all programming initiatives and foundational support services.

### **Qualifications:**

- High School degree and five years or more of relevant experience OR Associate's degree and three years or more of relevant experience. Bachelor's degree in Education, Business, Public Administration, or related field preferred.
- Knowledge of Microsoft 365 suite, particularly Excel
- Bilingual English/Spanish speaker preferred.

### **Responsibilities:**

The Administrative Data Coordinator's duties, though not exhaustive, comprise the following:

- Compiles fiscal and budgetary data as required and produces required reporting.
- Assists with daily financial data tracking procedures, including processing invoices and appropriate coding.



- Maintains record keeping of Explanation of Benefits (EOBs), copies of checks, and tracking of insurance reimbursements.
- Maintains compliance with school district policies and procedures.
- Manages the collection and entry of student data in PowerSchool, including enrollments, withdrawals, student schedules, transcripts, demographics, etc.
- Manages student absences per school district guidelines.
- Generates PowerSchool reports to satisfy requirements of Charleston County School District, school administrators, local, state, law enforcement, and health agencies.
- Supports maintenance of office supplies and tracking purchase request forms.
- Assists in answering building intercom system and supervises security cameras for the Pattison's Academy Campus.
- Welcomes and directs visitors on campus with warmth and professionalism.
- Manages visitor sign-in procedures and issues visitor badges using Raptor system.
- Assists in answering the main line, routing calls to the appropriate department or person, and responding promptly to telephone inquiries and messages.
- Attends all district, ESOL, and PowerSchool trainings as required.
- Supports daily mail collection from PO Box, Interoffice mail, and packages.
- Maintains petty cash, keys for the facility, and ID badges.
- Assists with processing orders for maintenance and repairs of the facility.
- Nurtures a positive and pleasant work environment.
- Perform other related duties as assigned.

**If interested, please send your resume and cover letter to**

**Tyler.Hendricks@pattisonsacademy.org**