

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Student Information Systems
Coordinator I

SUMMARY

Under the direction of the School Administrator, manages student data on the District's information network to meet school, district and ministry requirements, and provides support to school-based staff for use of the school administrative system.

DUTIES

- Sets up and manages security of the school administrative data system ensuring data confidentiality and system integrity
- Under direction of Administrator(s), assists in the creation of complex timetables for staff and students
- Coordinates and manages the electronic transfer of student grades from teachers
- Coordinates the safe arrival program and daily attendance records, contacting parents, emergency contacts and homeroom staff when students do not arrive as expected
- Liaises with Administrators/Counselling Team to resolve student issues (e.g. timetable, attendance issues, court orders etc.)
- Enters, manages, verifies and responds to queries about all school-based student data (e.g. ministry requirements, graduation requirements, report cards, timetables, PR cards, attendance summaries) for all reporting processes using the school administrative data system
- Compiles, extracts, develops, generates and transfers data reports electronically between schools, the district and the ministry
- Supports staff on a range of software applications and creates memos for staff use
- Provides record of incoming/outgoing students
- Greets and directs visitors to appropriate staff or location of meetings
- Provides basic first aid (band aids and icepacks) to students and/or refers injury to First Aid Attendant
- Supports staff on the school administrative data system and creates instructional memos for staff use
- Provides recommendations for system development and implementing changes on student data system, coordinating changes with the district office and/or feeder schools
- Orders forms and other related supplies required for the collection and reporting of student information
- Prepares complex documents, reports and correspondence
- Maintains regular back-ups and archival database for the school

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- Three years' related experience, at least two of which must be in the use of a school-based administrative software system
- Experience or training in the use and support of school based student information systems
- Minimum word processing speed of 50 W.P.M.

- Working knowledge of Ministry requirements for 1701 Data Collection and District/School Reporting processes
- Ability to maintain the confidentiality of sensitive information as it relates to school operations and student information

** Or an equivalent combination of training and experience.*

DESIRABLE SKILLS

- Demonstrated ability to continually adapt to changing technical environments, organizational cultures and Ministry and District requirements
- Demonstrated effective communication skills
- Proficiency with database applications, word processing and spreadsheet applications
- Ability and aptitude to work with detail, precision and accuracy
- Strong analytical and problem-solving skills
- Ability to organize, prioritize and meet workload deadlines

DATE

November 2016