

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

District Data Services Coordinator

SUMMARY

Under the limited direction of the Director of Information Technology, manages student data on a District based administrative network and provides support to administrative based data systems to meet School, District and Ministry requirements.

DUTIES

- Acts as the district contact for the Ministry Data Management Unit by facilitating communication and correspondence between the Ministry and the District on a variety of issues
- Facilitates student level data collection for receipt of funding from the Province and allocating budgets to the schools
- Verifies and transfers data to the Ministry ensuring accuracy and confidentiality
- Coordinates and manages student data between all schools, transfers data electronically between schools, the District and the Ministry
- Provides support and training to all school and District staff relating to student data management and the daily use of data systems
- Provides in-service training to District staff on software applications and prepares and/or provides instructional memos and/or manuals relating to Student Information System (SIS) management and district protocols
- Assists with the implementation of additional SIS modules for use in schools and at the district level
- Establishes processes for quality data collection to ensure adequacy, accuracy and legitimacy of data
- When needed, assists schools being audited with the compilation of required documents requested by auditors
- Assists the project manager with the implementation of a new SIS (creates a detailed work plan, identifies and sequences activities, assists to inform, coordinate and monitor all phases of the project)
- Networks with Ministry contacts, service providers and independent consultants for support, resolutions and/or strategies for complex issues
- Assists with ensuring that project objectives are carried out within required time lines and budget restrictions
- Ensures system security, confidentiality and FOIPPA compliance and that district standards are maintained
- Establishes and maintains a data warehouse of student information, submissions to and reports from the Ministry of Education
- Provides training to new clerical staff and provides ongoing support as it relates to the SIS
- Troubleshoots data-related problems and authorizes the SIS service provider access to provide maintenance, modification and support
- Keeps accurate enrolment statistics for the Superintendents' and District Placement Offices
- Prepares comprehensive monthly enrolment reports for circulation to specific stakeholders

- Provides recommendations for system development relating to information management
- Provides central site support locally, remotely and on site to all schools in the use of variety of software applications
- Enters, manages and responds to queries about student related data utilizing administrative computing system and archived data
- Orders forms, PSR cards, supplies and furniture from external sources
- Customizes reports as required to meet Ministry, Board Office and school data needs
- Manages department budget, prepares purchase orders, statements and processes invoices for payment
- Creates and maintains financial spreadsheets and documents for the Director of Information Technology
- Ensures that CUPE time sheets are submitted accurately and on time
- Types complex documents, reports and correspondence
- Assists with data entry in the SIS where necessary (e.g. Bus Registration information)

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

QUALIFICATIONS

- Grade 12
- Minimum four years' related experience in a school administration office environment, at least two of which must be at a secondary school level extracting and loading 1701, Class Size and Composition, and SADE extracts to the Ministry web site
- Minimum of two years' experience at a secondary school level using the school administrative software's master scheduler to build and refine the schools master timetable
- Specialized relevant skills in database technology and application interfaces
- Thorough working knowledge of Ministry procedures for 1701 Data Collection and District/School reporting processes
- Certificate in Office Administration, or equivalent knowledge and experience with bookkeeping and general office procedures
- Must possess or complete within six months of appointment, District required training by the Student Data Systems Agent for training in the use and support of school based student information systems (e.g. MyEducation BC)
- Minimum word processing speed of 50 W.P.M.
- Valid Class 5 B.C. Driver's license

* *Or an equivalent combination of training and experience*

DESIRABLE SKILLS

- Experience providing training
- Knowledge of District policies and procedures
- Demonstrated adaptability to continually changing technical environments, organizational, business, Ministry and District priorities
- Excellent interpersonal and communication skills
- Ability to work with detail, precision and accuracy

DATE

February 2016