SCHOOL DISTRICT NO. 63

(SAANICH)

JOB DESCRIPTION

CLASSIFICATION   **POSITION**
Data Services   Information Systems Coordinator

SUMMARY

Under direction of the Director of Information Technology, is responsible for coordinating the training and supporting the programs and strategic directions for school-based support staff, to ensure effective and efficient daily operations of all District Information Systems including the District's Integrated Library systems in the Library Learning Commons.

DUTIES

- Liaises with other school support staff, District IT staff, as well as software and system providers.
- Develops and ensures consistent practices for relevant support staff throughout the District
- Develops and implements workshops and training modules for support staff on the District's Integrated Library System (ILS).
- Troubleshoots issues and provides guidance to school-based support staff related to the ILS.
- Acts as a collaborative partner and liaises with school-based support staff including LLC Technicians.
- Performs regular maintenance tasks and ensures data integrity in information systems used by the District.
- Assists school support staff and Teacher Librarians in the application of their duties as required.
- Uses standard library practices in accordance with accounting, acquisition and processing procedures.
- Produces original and copy cataloguing using appropriate classification standards used in Saanich Schools.
- Assists in the collection and application of student data in other related District information systems.
- Performs routine administrative and technical tasks.

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

QUALIFICATIONS
- Grade 12
- Five years' related experience
- Two year college diploma in Library Technology or university level training in Library Science or equivalent
- Strong communication and problem-solving skills and a desire and ability to work with teachers, support staff, District IT and software system providers

* Or an equivalent combination of training and experience.

DESIRED SKILLS AND ABILITIES

- Working knowledge of computer-based library systems, student information systems and learning management systems
- Ability to create and deliver a range of interdisciplinary learning skills content
- Ability to use technology, which may include learning and meeting/communication platforms
- Proficient knowledge of word processing and spreadsheets
- Demonstrated ability to work collaboratively in a team environment
- Demonstrated ability to understand and implement library procedures
- Demonstrated ability to exercise independent judgment

DATE

February 2022
October 2015