

## Job Posting: Posting Detail

**Posting:** C2526/050      **Description:** Student Info Sys Coord 1  
**Start Date:** Aug 25, 2025      **End Date:** Jul 3, 2026  
**Posting Date:** Jun 13, 2025      **Closing Date:** Jun 19, 2025 – 4:00pm

Location	Position	Assignment Type	Hours
Royal Oak Middle	Student Info Systems Coord 1	Temporary	35

### **Current Shift:** 8:00am- 3:41pm Monday to Friday

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Additional minutes per day are included in the 'Current Shift' schedule above, which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

**Pay Rate:** \$28.07 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

**Start Date:** August 25, 2025

**End Date:** July 3, 2026 or return of incumbent, whichever comes first

## **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