



Job Title	Key Operator
Department	North Coast Distance Education School
Location	North Coast Distance Education School
Reports to	Administrative Officer

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Key Operator is responsible for the daily maintenance of the DES computerized student information system data base; performs ongoing backups; liaises with provincial DES Level II support re problems; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures, using both computerized and manual systems.

TYPICAL DUTIES

- inputs, updates and verifies data for the DES student information system (e.g. registrations, courses, materials, teacher, school, demographics, marks); contacts source re errors or omissions; verifies completeness, checks and corrects errors, maintains log; initiates subsequent batching process; performs daily backups
- installs procedural software updates as directed; studies, explains and demonstrates use to staff; troubleshoots problems as required; liaises with provincial DES Level II support re software problem resolution or clarification on upgrades
- retrieves, transfers and generates non-procedural reports as required (e.g. data prism)
- performs a variety of administrative functions such as: updates, photocopies and binds summer school mini-course materials; summarizes monthly postage for board office, district staff and Correspondence School allocation; extracts data and generates a variety of form letters (e.g. course confirmation)
- provides backup response to routine telephone/counter inquiries from students, staff, parents, community, etc.

- operates standard office equipment including computer (word processing, E-mail, DES student information system, system backup, internet), typewriter, calculator, telephone, large Xerox photocopier, facsimile, printers, shredder
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- completion of grade 12 or equivalent including courses in personal computers (word processing, databases, spreadsheets) and a college level course in computer studies
- over 6 months and up to 1 year previous and on-the-job experience

REVIEWED BY

Title

APPROVED BY

Title