



Job Title	Student Information & Data Coordinator
Department	Finance
Location	School Board Office
Reports to	Secretary Treasurer or Designate

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

GENERAL DESCRIPTION

Under the direction of the Secretary Treasurer or designate, the Student Information & Data Coordinator assists in deployment of the school district's student data plan, provides help desk services to software end-users, extracts and generates reports and analyzes data from collection systems and monitors 1701 procedures.

The Student Information & Data Coordinator also supports business change processes through development and delivery of training programs.

TYPICAL DUTIES

- Developing, implementing and sustaining the district student information and data plan.
- Developing and delivering on-going training programs to support changes in business processes involving student information and data software.
- Developing and maintaining student information and data documentation and training materials.
- Supporting schools with use of student information and data software.
- Tracking software issues and developing resolutions.
- Providing help desk services to users of student information and data software, including first-level response, problem-solving, and technical guidance around related software and hardware.
- Supervision of the 1701 data collection process.

- Producing and analyzing reports from student information and data software and other data collection systems used by the School District.
- Maintaining school district web content related to student information and data collection, and distributing this information to the user community as required.
- Acting as student information and data lead contact for School District 82.
- Performing other related duties as assigned.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- High school graduation or the equivalent.
- Minimum two year certification from an accredited institution in a relevant area of information technology, or an equivalent level of experience and training.
- Experience working with Student Information Systems
- Experience delivering training programs
- Supervisory experience
- Proficiency with database applications, word processing and spreadsheet applications.
- Excellent interpersonal, teamwork, oral and written communication skills.
- Ability and aptitude to work with detail, precision and accuracy.
- Strong analytical and problem-solving abilities.
- Ability to organize, prioritize and meet workload deadlines with a minimum of supervision.
- Ability to maintain the confidentiality of sensitive information seen or heard.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>