



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Student Information Systems Assistant
Department	Student Support Services
Location	School Based
Reports to	School Administration

GENERAL DESCRIPTION

Reporting to the school administrator(s), the Student Information Systems Assistant manages student information using the provincial student information system to meet school, district and ministry reporting requirements

TYPICAL DUTIES & RESPONSIBILITIES

- Registers students for school and various programs.
- Withdraws students; maintains student records and files.
- Requests, forwards and documents confidential student files.
- Completes scheduling, produces class lists, spreadsheets and statistical reports. Monitors and records student marks.
- Processes, validates, reconciles and reviews student information system data and reports for school, district and ministry to meet funding and reporting deadlines.
- Coordinates processing of student report cards, graduation status reports, provincial enrolment numbers, awards, individual education plan information and graduation transcripts.
- Maintains ministry course code changes, school course code conversions and course master.
- Closes school year reporting by entering student marks for submission to the ministry database.
- Checks, prints and documents, exam results, graduation and non- graduation reports to meet school, district and ministry timelines.
- Sets up user and data information systems for new school year.
- Inputs school year timetable and ensures data accuracy for school district and Ministry coding.
- Provides advice and guidance to teachers, counselors and administrators on report card marks, comment, exam schedules and course request procedures.
- Responds to requests for official transcripts by copying records, collecting fees and issuing receipts.
- Prepares, receives, and enters data for parent/teacher conferences; uploads and maintains appointment schedules.
- Performs clerical duties such as typing, proofreading, photocopying, filing documents and answering telephones and switchboard.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Office administration program (equivalent to one year of post-secondary education).
- Advanced courses in database processing (3-6 months post-secondary education).
- wo years information systems experience

FOR CMSD: Kiran Bath *Title* Director of Human Resources

FOR CUPE: *Title* CUPE JEMC Representative