

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)
DISTRICT SYSTEMS AND DATA ANALYST

Summary

Reporting to the Director of Instruction (Curriculum and Assessment), the District Systems & Data Analyst will oversee the integrity and management of District data and related processes and applications involving staff and student data. In addition, the District Systems & Data Analyst will help manage and supervise the research, planning and implementation of software and infrastructure as well as reviewing the day-to-day activities of clerical staff needed to carry out the maintenance of the District Student Information System.

Duties

- Responsible for Provincial Student Information System at the District level and for working as part of the District team for implementation and on-going maintenance of new student information systems;
- Responsible for provincial and District reporting for areas of responsibility in accurate and timely fashion;
- Supervision and evaluation of school clerical data management processes, in conjunction with administration, with regards to school records in District and provincial data systems;
- Oversee integrity of District data entered at school and site level;
- Supervise and manage confidential information with regards to student or employee information;
- Ensure compliance with FOIPPA, Ministry requirements, and District policies related to relevant data security and privacy practices;
- Proactively identify data risks and recommend mitigation strategies;
- Support implementation and planning for the implementation of new District data systems;
- Lead process improvement initiatives and change management related to data quality, efficiency, and system usage across schools and departments including communication, readiness, and support;
- Serve as primary liaison with internal IT department and educational leadership;
- Train site level data entry support staff and other staff responsible for data entry in student information systems (clerical staff, teachers, counsellors, and administrators);
- Design, deliver, and continuously improve District-wide training of staff in implementing new software and information system databases;
- Assess training effectiveness and adjust approaches based on staff needs and system changes; and
- Other District technology system duties as required.

Qualifications

Preference will be given to candidates with:

- Post-secondary education in business administration, information systems, database systems, or a related field;
- Experience in office administration training and employee management in technology and databases;
- Proven experience with data analysis, dashboards, or reporting tools;
- Experience working with the Provincial Student Information System and enterprise systems at an administrative level (education or public sector preferred);
- Extensive knowledge of Ministry funding and reporting requirements in conjunction with the Provincial Student Information System;
- Demonstrated experience developing training materials or guides and communication of technology, word processing, data entry, database management, spreadsheet programs (e.g. Microsoft Office), enterprise systems, and student information systems;
- Understanding of requirements for Distributed Learning achievement reporting and enrollment procedures;
- Strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities;
- Ability to use initiative to determine and select appropriate course of action often under tight timelines;
- Strong analytical and problem-solving abilities and an aptitude for detail, precision and accuracy;
- Valid Class 5 – BC Driver's License and an exemplary driving record as demonstrated by a current driver's abstract; and
- The ability to work independently with little supervision and to work well in a team environment.