

JOB DESCRIPTION

Position: District Data Coordinator/Software Support

Position Summary: Under the supervision of the **Manager of Information Technology**, the District Data Coordinator/Software Support Assistant is the direct liaison with the Ministry regarding District data. The District Data Coordinator coordinates data collection, data mining and ensures accuracy of information submitted to the Ministry and provides support for School District 67 data warehouse and data management systems in order to meet District and Ministry requirements, The coordinator also provides support and training to school and district personnel on a variety of district systems and software.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Data Warehouse | <ul style="list-style-type: none"> • communicate and corresponds on a variety of data issues • checks for and corrects errors in the data collection process and provides accurate, confidential verification and transfer of data to the Ministry that meets district and ministry standards • maintains a variety of files and records, and produces reports using a variety of computer programs as required to meet Ministry and School District data needs. • implements changes on district data systems between schools and the district office for district standardization |
| 2. Technical or Software Support | <ul style="list-style-type: none"> • provides help desk services to staff using district systems and software • provides problem solving and technical guidance around related software and refers more complex problems to IT staff • prepares/adapts and delivers training programs to school and district staff to support district systems and software |
| 3. Communication | <ul style="list-style-type: none"> • communicate to staff and others in a clear, concise manner, respond to inquiries and provide information of a detailed or specialized nature • communicate with staff, Ministry of Education representatives and others and responds to inquiries and provides general information • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus 6 months post-secondary secretarial training (equivalent to Okanagan College Office Assistant Certificate) and 1 year Data Analysis and Reporting.

One year delivering technical training in an adult classroom setting, plus one year recent hands-on experience working as an administrative secretary in a K-12 environment that includes 6 months in computerized school administrative systems including BCeSIS.

Demonstrated proficiency with data communications/networks, computer concepts and software applications.

Excellent working knowledge and experience with Ministry student data collection processes and Ministry Software.

Proven ability in advanced computer skills including all Microsoft Office applications, spreadsheet and data base programs to facilitate analysis of data.

Excellent communication skills and a professional attitude along with the ability to develop new skills and work independently.

Demonstrated ability to meet inflexible deadlines requiring concentration and attention to detail.

Valid Class 5 Drivers License