

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: District Data Coordinator
Job No: 258

POSITION SUMMARY: Under the supervision of the Director of Information Technology, or designate, the District Data Coordinator is the district liaison with the Ministry of Education Data Management Unit regarding student data. The District Data Coordinator coordinates student data collection, ensures accuracy of information submitted to the ministry and provides support for the student data management system in order to meet district and ministry requirements. The coordinator also provides support and training to school and district personnel on the student data management system as required.

POSITION DUTIES AND RESPONSIBILITIES:

- As the district contact for the Ministry of Education Data Management Unit, communicates and corresponds on a variety of student data issues.
- checks for and corrects errors in the data collection process and provides accurate, confidential verification and transfer of student data to the ministry that meets district and ministry standards.
- maintains a variety of files and records, including enrollment statistics and produces reports using a variety of computer programs as required to meet ministry and school district data needs.
- implements changes on student data systems between schools and the district office for district standardization.
- prepares/adapts and delivers training programs to school and district staff to support the student data management system, as required.
- provides help desk services to staff using the student data management systems through problem solving and technical guidance around related software.
- responds to queries from outside agencies regarding student-related data.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus twelve (12) months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Proven advanced computer skills including spreadsheet and data base programs to facilitate analysis of data.
- Keyboarding 40 wpm
- Three (3) years proven successful school district business related experience in school district administration systems/student information systems including two (2) years proven successful experience providing training and support for these systems.
- Valid BC Driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven working knowledge of ministry procedures and district policies relating to student data and the student data management system.
- Proven ability to communicate effectively, both orally and in writing, with the public and employees.
- Proven ability to train and support end users of the district student information system.
- Proven ability to adapt to continually changing environments and the ability to multi-task.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: April 13, 2021