

Student Systems and Data Analyst

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OVERVIEW

The Student Information Systems (SIS) collects an ever-expanding array of data entered by many different users and in turn, used by Educators, School Administrators, District Leaders and Ministry Planners to determine funding and resource allocation for current and future years. The accuracy and currency of the information is critical to decision making for the District and the Province.

Reporting to the Manager of Information Technology, the Student Systems and Data Analyst (SSDA) coordinates the use of the system and supports users through training and “help desk” services, to enter and extract data as needed. The Analyst extracts and analyzes data to provide reports that inform: District funding; staffing decisions; financial budget preparation; and student achievement initiatives. The position operates in tandem within a larger SIS team within the department.

POSITION DESCRIPTION STUDENT SYSTEMS AND DATA ANALYST

SSDA – 1

Through workshops, presentations and one-on-one coaching, provides direction to school administrators and staff on the use of SIS, the development, delivery and maintenance of related district procedures and instructions; and entry and retrieval of data to ensure accuracy, efficiency and compliance with District and Ministry needs.

SSDA - 2

Maintains a thorough understanding of Ministry of Education funding policies and formulae, in order to ensure that reports result in accurate funding for the

district. and monitors the collection of data to ensure quality control, and timely submission to decision makers.

SSDA – 3

Troubleshoots and resolves reported issues and escalates to the Provincial service provider as necessary.

SSDA – 4

Extracts data from SIS to:

- prepare standardized reports for submission to the Ministry of Education supporting funding requests and allocation of resources for the District
- provide statistical analysis and reporting of enrollment, boundaries, and demographics.
- prepare ad hoc reports for District Administrators by extracting data, analyzing, summarizing and formatting to support decisions in the District.
- use sensitivity analysis, and test “what if” scenarios to identify implications for changes in resources of the District.

SSDA – 5

Recommends and implements standards and change management processes and configures, reviews and applies user security roles.

SSDA – 6

Designs and updates online training and knowledge-based resources for end users and support staff.

SSDA – 7

Delivers in-person training sessions and attends and/or presents at events.

SSDA – 8

Facilitates staff user-group sessions to share information and collaborate on known issues and recommendations.

SSDA – 9

Works both independently and within a team in planning and carrying out work duties.

SSDA – 10

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

SSDA – 11

Promotes and supports the Freedom of Information and Protection of Privacy Act (FOIPPA) as it relates to this environment.

**QUALIFICATIONS FORM
STUDENT SYSTEMS AND DATA ANALYST**

EDUCATION	TECHNICAL REQUIREMENTS
	Grade 12 or equivalent plus OTHER RELATED COURSES University degree with a business focus.
EXPERIENCE	TECHNICAL REQUIREMENTS
	Four to six years specific experience OR six years or more of related experience.
KNOWLEDGE	TECHNICAL REQUIREMENTS
	Thorough knowledge of business and education systems. Thorough knowledge of configuring and supporting enterprise software applications. Thorough understanding of statistical analysis and reporting tools and methods. Thorough understanding of creating documentation through technical writing and web based resources. Advanced knowledge of Microsoft Excel or equivalent spreadsheet application. Thorough understanding of Instructional Design for adult learning.

	<p><i>JOB SPECIFIC REQUIREMENTS (as required for Project leadership)</i></p> <p>Thorough knowledge of multi-user computer environment issues.</p> <p>Thorough knowledge of personal computers.</p> <p>Thorough knowledge of 2 computer programming and development languages.</p> <p>Thorough current knowledge of LAN and/or WAN issues, concepts and configurations.</p>
<p>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Ability to work with datasets of information.</p> <p>Ability to conduct research, statistical analysis, and reporting.</p> <p>Ability to problem solve and analyze business systems.</p> <p>Ability to configure and support enterprise software applications.</p> <p>Ability to design learning and support materials for adults.</p> <p>Ability to create and deliver training sessions.</p> <p>Ability to facilitate user group sessions.</p>
<p>SKILLS AND ABILITIES</p>	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Written communication skills that effectively and succinctly deliver information to the target audience.</p> <p>Oral communication skills including the ability to relate to staff and the public.</p> <p>High level of tact, courtesy and confidentiality.</p> <p>Ability to work in a team setting.</p> <p>Ability to work independently with minimal supervision.</p> <p>Ability to work under pressure with multiple deadlines.</p> <p>Organizational skills.</p>

	<p>Ability to pay close attention to detail.</p> <p>Ability to implement technical solutions to meet business requirements.</p>
SKILLS AND ABILITIES	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to independently apply appropriate methods, procedures and policies.</p> <p>Ability to creatively problem solve to deal with requests, complaints and clarification of information.</p> <p>Ability to document, summarize and interpret information.</p> <p>Ability to develop analytical work methods and pay close attention to detail.</p> <p>Ability to give advice, guidance, instruction and direction.</p> <p>Ability to ensure accuracy and reliability of data and quality of work.</p> <p>Self- organization and time management skills.</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient mobility for occasional travel.</p> <p>Ability to perform related physical and mental activities.</p> <p>Sufficient vision and hearing to perform related job duties.</p>

October 25, 2016