



# Senior Student Systems and Data Analyst

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## OVERVIEW

The Student Information System (SIS) collects an 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 Vice Principal of Information Technology for Learning (ITL), the Senior Student Systems and Data Analyst (SSSDA) provides leadership and supervision to staff on the Student Systems and Data Team, provides privacy and data governance support for student data systems and applications, and coordinates and participates in the work performed by the team. The SSSDA performs a variety of duties associated with the data assessment, acquisition, management, analysis, and reporting of student systems and related applications for departments and schools. The SSSDA extracts and analyzes and interprets data to provide reports that inform: District funding; staffing decisions; financial budget preparation; privacy impact assessments; and student achievement initiatives.

## POSITION DESCRIPTION SENIOR STUDENT SYSTEMS AND DATA ANALYST

### SSSDA-1

Provides leadership and supervises the Student Systems and Data team members by prioritizing workloads, assigning duties, monitoring outputs, developing and scheduling work plans. Coordinates the work performed by the Student Systems and Data Team to ensure that the district's requirements are met and informs the Vice Principal of Information Technology for Learning to issues that require management oversight.

### SSSDA-2

Responsible for establishing, implementing and enforcing district data governance standards, drafting privacy impact assessments (PIAs) of student data related systems and applications, and maintaining data quality and change management processes.

**SSSDA-3**

Collect, create, test and manipulate data in the student information systems and applications software to assure data integrity and enhance decisions.

**SSSDA-4**

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.

**SSSDA-5**

Maintains a thorough understanding of Ministry of Education funding, processes, 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.

**SSSDA-6**

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

**SSSDA-7**

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.

**SSSDA-8**

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

**SSSDA-9**

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

**SSSDA-10**

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

**SSSDA-11**

Support and manage special data projects as they arise.

**SSSDA-12**

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

**SSSDA-13**

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

**SSSDA-14**

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

**QUALIFICATIONS FORM  
SENIOR STUDENT SYSTEMS AND DATA ANALYST**

<p><b>EDUCATION</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 or equivalent</p> <p><b><i>OTHER RELATED COURSES</i></b></p> <p>University degree in Information Science or with a business focus.</p>
<p><b>EXPERIENCE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>A minimum of four (4) specific data-related experience (e.g. data quality, data compliance)</p> <p><b>OR</b></p> <p>six (6) years or more of related experience.</p>
<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Thorough knowledge of business and education systems.</p> <p>Thorough knowledge of configuring and supporting enterprise software applications.</p> <p>Thorough understanding of statistical analysis and reporting tools and methods.</p> <p>Thorough understanding of creating documentation through technical writing and web based resources.</p> <p>Advanced knowledge of Microsoft Excel or equivalent spreadsheet application.</p> <p>Thorough understanding of Instructional Design for adult learning.</p> <p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Thorough knowledge of how technology works in a large organization context.</p> <p>Thorough knowledge of individual workstation computer environments.</p> <p>Thorough knowledge of data governance best practices regarding process, privacy, and security.</p> <p>Thorough current knowledge of LAN and/or WAN issues, concepts and configurations.</p>

**SKILLS AND****ABILITIES*****TECHNICAL REQUIREMENTS***

Understanding of how relational databases work and ability to retrieve and present data from information systems.

Ability to work with datasets of information and data visualization tools.

Ability to conduct research, statistical analysis, and reporting.

Ability to problem solve and analyze business systems.

Ability to configure and support enterprise software applications.

Ability to design learning and support materials for adults.

Ability to create and deliver training sessions.

Ability to facilitate user group sessions.

***INTERPERSONAL REQUIREMENTS***

Written communication skills that effectively and succinctly deliver information to the target audience.

Excellent oral communication skills including the ability to relate to staff and stakeholders.

High level of tact, courtesy and confidentiality.

Ability to work in a team setting.

Ability to work independently with minimal supervision.

Ability to work under pressure with multiple deadlines.

Organizational skills

Ability to pay close attention to detail.

Ability to implement technical solutions to meet business requirements.

***PROBLEM SOLVING REQUIREMENTS***

Ability to independently apply appropriate methods, procedures and policies.

Ability to creatively problem solve to deal with requests, complaints and clarification of information.

Ability to document, summarize and interpret information.

	<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>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient mobility for occasional travel to meet with users at multiple locations</p> <p>Able to lift up to 18 kg and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Sufficient vision and hearing to perform related job duties</p>

Modified: May 2024