

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Learning Services and Student Analytics

SUMMARY

Under direction, provides administrative support and data analysis to District and school-based administration with a focus on Learning Services, Information Technology and Ministry reporting.

Works independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality.

DUTIES

- Coordinates district student data reporting to the Ministry of Education
- Provides District Level I support for student management systems
- Processes referrals for special education services and documents related to district screening
- Analyses and prepares reports based on ministry and school district data
- Supports district staff and trains clerical staff in the use of student management systems
- Collaborates with IT team to research, purchase, distribute and inventory district technology
- Prepares complex journal entries, reconciles Learning Services and Technology accounts
- Manages and maintains district-level special education files according to Ministry guidelines
- Compiles and analyzes data to assist with staffing and student projections
- Responds to inquiries and provides appropriate information to employees, district personnel and other agencies
- Prepares purchase orders
- Plans and coordinates meetings and events

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

QUALIFICATIONS

- • Post-secondary diploma in Office Administration
- • Recent work experience using student information systems software and analytic tools
- • 5 years experience in related work

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Director of Instruction

APPROVED

On behalf of:
School District #64 (Gulf Islands)

On behalf of:
CUPE Local 788

Original signed by:

Rod Scotvold
Secretary Treasurer

October 22, 2018

Original signed by:

Larry Melious
President

October 22, 2018

Classification: Clerical VI

JJEC approved date: September 13, 2018