Senior Student Systems and Data Analyst

Position to 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 coordinates and participates in the work performed performs a variety of duties associated applications for departments and schools interprets data to provide reports that inform decisions; financial budget preparation; student achievement initiatives.

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-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

EDUCATION	
	Grade 12 or equivalent
	University degree in Information Science or with a business focus.
EXPERIENCE	
	A minimum of four (4) specific data-related experience (e.g. data quality, data compliance)
	OR
	six (6) years or more of related experience.
KNOWLEDGE	
	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.
	Thorough knowledge of how technology works in a large organization context.
	Thorough knowledge of individual workstation computer environments.
	Thorough knowledge of data governance best practices regarding process, privacy, and security.
	Thorough current knowledge of LAN and/or WAN issues, concepts and configurations.

SKILLS AND

ABILITIES

	Ability to develop analytical work methods and pay close attention to detail. Ability to give advice, guidance, instruction and direction. Ability to ensure accuracy and reliability of data and quality of work. Self- organization and time management skills.

WORKING

CONDITIONS