



School District #54 (Bulkley Valley)
JOB DESCRIPTION
TECHNOLOGY – District Data Custodian
Location: District

SUMMARY:

Reporting to the District Principal of Technology Services, the District Data Custodian ensures the integrity and functionality of the District's student information system (BCeSIS) by assuming lead responsibility for the District's reporting requirements and by providing support and direction to all relevant school personnel.

DUTIES

- Adapts, expands and delivers on-going training programs to secretaries, principals and other stakeholders to support changes in business processes involving the student information system
- Develops and maintains in-house student information system documentation and training materials
- Tracks BCeSIS issues and develops resolutions while ensuring compliance with BCeSIS standards
- Provides help desk services to users of the student information system, including school-level support, first level response, problem-solving and technical guidance
- Oversees district data collection and integrity, i.e. 1701's, Bill 33, year-end transitions, etc
- Ensures the quality of data in the district student information system by providing training, guidance and supervision to the users of the system
- Trains secretarial, administrative, teaching and support staff members in the use of the student information system in order to increase capacity in the district use of the system
- On occasion, work with school personnel in the completion of data system tasks for the school
- Analyzes data and produces reports from the student information system and other data collection systems used by the School District
- Maintains communication with the provincial student information system user community, eg. On-line conferences, conference calls and newsletters
- Plan, coordinate and deliver the implementation of new modules in the student information system eg. Special Ed Module
- Acts as the lead contact at the provincial level for the district student information system
- Ability to communicate effectively, both orally and in writing
- Ability to be self-motivated, self-directed and flexible, with good organization and planning skills
- Ability to work independently with constant interruptions
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Willingness to meet a flexible schedule to meet the changing timelines of data input and reporting
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one year current Office Administration training or equivalent combination of relevant training and experience
- Minimum of two years experience working with the student information system
- Demonstrated strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities
- Demonstrated strong initiative, analytical and problem-solving abilities and aptitude to work with detail, precision and accuracy
- Demonstrated exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/Student Information System/SDS/Quicken)
- Demonstrated extensive knowledge of, Ministry funding categories, course codes
- Understanding of requirements for Distributed Learning achievement reporting and enrollment procedures
- Demonstrated understanding of current implementation initiatives (Strong Start, IEP, Course Selection) and implications for the district student information system.
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

N.B. 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.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer