

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – L1 Sr. Systems Clerk

Rate of Pay: **Band #12**

Location: **EBUS Academy**

SUMMARY

- provides training and support to administrators, secretaries and other district staff related to MYED BC, student data collections and assessments, and other line systems including, but not limited to, online supplemental learning platforms.

DUTIES & RESPONSIBILITIES

- Duties are performed under the supervision of the MYED Service Management Council district representative.
- Compiles, verifies, and submits statistical data regarding student enrolments and course information, including, but not limited to District Level 1701 processes and SADE, or as required on demand.
- Coordinates the organization and dissemination of information from the Ministry
- Generates unique achievement data and enrolment reports to assist in school planning and decision making; creates user-defined reports required by staff and external sources.
- Provides support for the use of the student information systems.
- Supports the implementation of MyEducationBC across the district, including:
 - Coordinating and offering training sessions in the use of MyEd
 - Supporting schools in the electronic data collection
 - providing helpdesk support to schools for MyEd issues
 - provide resources such as print and on-line training materials
- Support District staff in the analysis of student data to support decision making.
- Communicates changes to the student management system to school-based personnel. Resolves problems with support from provincial technician, applications analyst, and systems designers.
- Provides training in school office computer applications including but not limited to: 1701, SADE, AIMS, Freshgrade, MyBluePrint, uploads assessment data (RAD, DNA, FSA, AMS, Provincial Assessments).
- Verifies the appropriate distribution of user information, including passwords, for all related online systems, including user access to e-mail, learning management system and synchronous communication software.
- Follows proper work procedures, observes all regulations pertinent to the work, maintains a good working relationship with other employees, and cooperates in maintaining a healthy learning and working environment.
- Performs other related duties as assigned by the Supervisor.

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology program or an Office Administration Certificate Program which includes or is supplemented by completion of post-secondary business computer application courses
- BC driver's license - Class 5

EXPERIENCE

- Minimum of four years recent experience working with student information systems, or similar.

SKILLS & ABILITIES

- Working knowledge of ministry requirements for graduation, enrolment data collection, and reporting processes.
- Demonstrated ability to manage data on a school-based administrative network, or similar, to meet district and ministry requirements.
- Demonstrated ability to develop system solutions ongoing, including ability to identify and eliminate redundancies in multiple systems.
- Demonstrated ability to identify system issues, develop appropriate solutions, and create user defined reports using in-house system.

November 5, 2020

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.

- Experience in computer/software user support, demonstrated ability to work well with others, and liaise with staff in non-technical terms.
- Proficient in Microsoft WORD, EXCEL, and relevant Microsoft Office Suite programs.
- Meets the physical requirements of the position.
- Ability to work independently and as a member of a team.
- Excellent interpersonal and communication skills.