

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Student Information Systems Specialist

SUMMARY

Under direction, performs a wide range of office administration duties, configuring, maintaining and supporting the student information system. Provides ongoing District Level 1 support to student information system user. Works independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality.

DUTIES

- Configures and maintains all aspects of the student information system at the District level
- Responds to inquiries and provides appropriate information to employees, district personnel and other agencies
- Provides help desk services to users of the student data management system
- Submits HEAT tickets when appropriate
- Liaises with MECC and other school districts as required
- Assists with district student data reporting to the Ministry of Education
- Assists with analysis and preparation of reports based on ministry and school district data
- Supports district staff and trains clerical staff in the use of student management systems

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
- Three years recent full-time equivalent office administration experience in a school or district department
- Extensive knowledge of the MyEducation BC student information system
- Advanced word-processing skills and intermediate proficiency in the use of Word, Excel, and relevant database software applications

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Superintendent or designate

APPROVED

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

On behalf of:
CUPE Local 788

Original signed by:

Jesse Guy
Secretary Treasurer

April 22, 2025

Original signed by:

Angela Thomas
President

April 22, 2025

Classification: Clerical V

JJEC approved date: April 17, 2025