

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION**

JOB TITLE: Student Information Systems (SIS)
Coordinator

DATE: May 2016
REVISED: December 2021

PAY GRADE:

LOCATION: District Education
Office

SUMMARY: Under the direction of the Manager of IT, provides training and support with respect to student data collection and records systems in conjunction with Ministry guidelines.

DUTIES:

1. Collects, merges and ensures integrity of data for ministry reports upon which funding is based.
2. Provides training in the application of new, existing, and/or updated programs.
3. Assists all users with software problems with student records and ministry reporting, troubleshoots and resolves issues.
4. Designs standard report formats to be used throughout the District and by individual schools/ departments with respect to student data collection.
5. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a two-year diploma in Computer Science, Management Information Systems, or a related technical field; and a minimum of two years of instructor/training experience or equivalent training and experience.
2. A course in Supervisory Skills or equivalent training and experience.
3. Proficiency in a majority of the software packages used in the District to support student records systems plus the ability to train others on these systems. Must be willing to become proficient in other software packages as required.
4. Ability to operate office equipment such as computers and word processing equipment with keyboard skills at a minimum of 40 net wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	

