



STUDENT INFORMATION SYSTEMS SPECIALIST (MYEDBC)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

This is a senior administrative assistant position reporting to the Director of Information Technology and the Assistant Secretary-Treasurer. The Student Information Systems Specialist (MyEdBC) assists with the development and coordination of training and support for the ongoing maintenance and enhancements of the student information system, MyEdBC. This position also performs a wide range of office administration duties in support of maintaining the student information system and provides ongoing Level 1 support to student information system users.

SPECIFIC RESPONSIBILITIES

- Configuration and maintenance of all aspects of the district-wide student information system (MyEdBC).
- Assist with the development and coordination of training and support for the ongoing maintenance, data integrity, and enhancements of the student information system, MyEdBC, for staff at various school district worksites.
- Provides ongoing Level 1 support and help for users of the district-wide student information system.
- Prepares and deploys standard templates for use within the district-wide student information system.
- Uses a variety of mediums (workshops, online, telephone, etc.) to provide resources for staff to successfully complete school operational functions using MyEdBC.
- Works collaboratively on various projects and events with the development team, providing support and assistance where needed.
- Assists the Senior Accounts Clerk (Information Systems Help Desk) as well as perform a wide variety of office administration duties in support of maintaining the student information system.
- Produces technical documentation including how-to guides and technical manuals.
- Responds to queries from all levels of the school district and produces custom reports, as needed.
- Other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and database experience.
- Three years recent full-time equivalent office administration experience in a school or district department.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Extensive knowledge of the MyEd BC student administration system.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all school district staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Desktop publishing skills such as creating PDF forms, graphics, workflow process diagrams, etc., preferred.
- Demonstrated ability to train end-users at all levels of an organization on the appropriate use of student information systems.
- Demonstrated ability to provide coaching, mentorship, peer support and guidance.
- Excellent critical thinking skills, intuitive problem solving, investigative and independent learning skills.
- Demonstrated ability to create, conduct, and present training program workshops with proven presentation skills.
- Demonstrated ability to effectively present information, demonstrate procedures and respond to questions, including one-to-one and group communication skills.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- One-year administrative assistant/bookkeeping or information technology diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Team focused, with the ability to establish and maintain positive working relationships with all staff.
- Maintain a positive relationship with students, parents, staff, and school administration.
- Works with outside agencies including MECC and other school districts as required.

REPORTING STRUCTURE

- Reports to Director of Information Technology and Assistant Secretary-Treasurer.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.