

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: **STUDENT INFORMATION SYSTEMS CLERK**

QUALIFICATIONS:

1. Secondary school graduation or equivalent with post secondary supplemented by data management.
2. Two years general office experience with at least one year of which must be in the use of school based data management.
3. Working knowledge or training in the use and support of school based student information systems (e.g. Hart's data system) as it relates to student and staff demographics and student records; marks and attendance.
4. Working knowledge of Ministry requirements for Data Collection and district/school reporting processes.
5. Working knowledge of B.C. Graduation requirements.
6. Minimum word processing speed of 50 words per minute.
7. Excellent communication skills to deal with various request from Universities; Colleges; students and parents and district and school personnel.
8. Demonstrated ability to adapt to changing technical requirements.

RESPONSIBLE TO: As assigned – normally school principal or vice principal.

SUPERVISES: As assigned.

JOB GOAL: To contribute support and manage student confidential records and demographics as well as other information vital to the education process.

PERFORMANCE RESPONSIBILITIES:

1. Enters, manages, verifies and responds to queries about all school based student data (e.g. ministry requirements, graduating requirements, report cards, timetables, PR cards, attendance) for all reporting processes using the administrative computing systems.
2. Sets up and manages security of the school administrative data system ensuring data confidentiality and system integrity.
3. Under the direction of the principal/vice-principal create complex timetables for staff and students.
4. Manages the accurate handling of electronic student data as required, including registration, enrolment SIDES registration, reporting and exam invigilation.
5. Communicates effectively with all levels of school, district, and provincial personnel.

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6. Uses office technology as required and learns new systems as necessary.
7. Maintains regular backups.
8. Respects the confidentiality and correspondence and discussions at all levels.
9. Oversees the operation of computers in the office and supports other staff when dealing with data entry, data retrieval, and creation of new types of reports within the data system.
10. Interfaces with Ministry of Education regarding student data (e.g. 1701 and TRAX reports).
11. Manages the preparation and production of student report cards eight times per school year.
12. Performs related office duties as required.

TERMS OF EMPLOYMENT: Ten-month school year.

EVALUATION

DATE: January 18, 2017

JOB TITLE: Student Information Systems Clerk

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	4	60	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2.	Experience	7	105	Four years and over.
3.	Judgment	3	30	Adapting established methods or procedures. Work involves a choice of methods or procedures.
4.	Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	4	24	Accurate coordination of fine movements, where speed is a secondary consideration.
7.	Accountability	4	40	Significant embarrassment, i.e. Form 1701 and TRAX.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
10.	Disagreeable Conditions	3	30	Minor conditions with occasional exposure.
TOTAL POINTS			397	

TITLE:

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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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