



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

OnSIS & DATA ANALYST COORDINATOR

The Durham Catholic District School Board is a publicly funded Catholic school board located in Durham Region, east of Toronto, Ontario. We are an inclusionary system with 38 elementary Schools 7 secondary schools and 4 Alternative and Continuing Education sites. We serve approximately 21,150 elementary and secondary students. Guided by the teachings of Jesus and committed to our organizational strategic plan's focus of Excellence, Equity and New Evangelization, we are engaged in a focused effort for student success and support ongoing professional development in the area of Inspiring Leadership.

The Director of Education is inviting applications from candidates interested in applying for the following position:

OnSIS & DATA ANALYST COORDINATOR
Permanent, Full-time Position

For more information, please review the attached Job Description.

Interested candidates are invited to submit a cover letter and resume listing qualifications and experience to hr@dcdsb.ca on or before 4:00 p.m. on Friday, September 27, 2019. Please indicate "OnSIS & Data Analyst Coordinator" in email subject line.

John Rinella
Chair of the Board

Anne O'Brien
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

www.dcdsb.ca

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.



POSITION DESCRIPTION

Title	OnSIS & Data Analyst Coordinator	
Location / Department	Information and Communications Technology Services	
Reports to	Chief Information Officer	
Affiliation	Middle Management	
Salary Grade / Range	S2 (Under Review)	
Date	August 2019	Page 1 of 2

POSITION SUMMARY

Under the direction of the Chief Information Officer, the OnSIS & Data Analyst Coordinator provides data analysis, training, documentation, reporting and administrative support to system users. Ensure data integrity in our Student Information System (SIS) and meet the Ministry of Education OnSIS (Ontario School Information System) reporting deadlines. Work with the Senior Technical Database & Application Architect to fully support our Student Information System.

DUTIES AND RESPONSIBILITIES

- Responsible to meet the deadlines of the Ministry of Education OnSIS academic year data submission schedule.
- Ensure data integrity in our student information system, human resources system, suspension/expulsion data, violence incident data, and other type of OnSIS requirements.
- Develop data quality management strategies.
- Interact with other Ontario School Boards to streamline processes and best practices.
- Support all schools to meet OnSIS reporting requirements.
- Responsible for data collection, coordination, and submission of data to the Ministry of Education OnSIS system.
- Responsible for the synchronization and management of education related data between our school board and the Ministry OnSIS web-enabled data collection system.
- Ensure accuracy and efficiency of OnSIS reporting.
- Review data quality, validity, inter-reliability, and collection, retention, retrieval and reporting methodologies.
- Develop and manage ongoing, customized OnSIS training and support for our schools.
- Ability to effectively prioritize tasks in a high-pressure environment.

Technical Requirements

- Senior level technical knowledge of databases including highly complex database concepts, data types and dictionaries, storage and retrieval techniques.
- Create ad-hoc reports in Oracle and Microsoft SQL.
- Knowledge of XML files and XML development tools.
- In-depth knowledge of data collection through queries such as creating your own stored procedures.
- In-depth knowledge of ITIL (IT Infrastructure Library) principles, aligning IT services with the needs of business.
- Ability to acquire and apply information technology, directives, guidelines and processes to meet the information technology goals and strategic plans.

POSITION DESCRIPTION

(continued)

Title: OnSIS & Data Analyst Coordinator	
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Leadership and Project Management Skills

- Acts as the Board's Ministry of Education Local User Authority (LUA) – access to request OENs (Ontario Education Number) and managing users' access to Ministry's online applications.
- Oversee and provide technical guidance, ensure quality planning, evaluate and recommend new processes.
- Lead and architect corporate databases, including developing project plans.
- Identify common issues and implement solutions to prevent them in the future.
- Lead consultations with other departments and provide solutions.
- Ability to lead meetings, discuss/determine priorities and resourcing, change management directions and problem resolution.
- Customer service focused as you will interact with the Ministry of Education, other School Boards and multiple departments in our Board.
- Attend meetings to assist with reporting and other areas.
- Communicate Ministry reporting changes to management and peers.
- Work with the SIS team on problem solving, HelpDesk tickets, data quality and QA testing.

Analytical and Problem-Solving Skills

- Ability to identify and analyze problems.
- Strong analytical and technical acumen to conduct research, evaluate, recommend and implement Solutions.
- Participate in the development of new emerging technologies.
- Review and improve current processes.
- Self-motivated and directed.
- Attention to detail.

QUALIFICATIONS

Education

- University degree in the field of computer science.
- Certified database administrator (Oracle and/or Microsoft SQL).

Experience

- Minimum of five (5) years related experience in information reporting and audits.
- Experience in an education environment.
- Consideration will be given to candidates with an equivalent combination.

OTHER QUALIFICATIONS

- Ability to conduct research into database issues, standards, and products.
- Highly self-motivated and directed, with keen attention to detail and ability to work with large datasets to provide accurate and informative information to non-technical employees.
- Excellent analytical and problem-solving abilities.
- Ability to absorb new ideas and concepts quickly.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Expert Excel capabilities including using formulas, look-ups and pivot tables.
- Proven track record delivering excellent/customer service to stakeholders and clients at all levels.
- Excellent written, oral, interpersonal and presentation skills.
- Ability to coordinate project teams in order to meet systems objectives.
- Ability to effectively report the status of work in progress, and
- Criminal Background Check with Vulnerable Sector suitable to the Board is a condition of employment.

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