



SCHOOL DISTRICT #54 (Bulkley Valley)

Invites applications for the excluded position of:

SUPERVISOR OF DISTRICT DATA

Reporting to the Assistant Secretary Treasurer, the Supervisor of District Data will oversee the integrity and supervision for district data and related information technology software. In addition, the Supervisor of District Data will help manage and supervise the research, planning and implementation of software and infrastructure as well as supervise and direct the day to day activities of clerical staff needed to carry out the maintenance of the District Student Information System.

Preference will be given to candidates with:

- Experience and education in office administration training and employee management in technology and databases;
- Experience working with the Provincial Student Information System at an administrative level;
- Demonstrated extensive knowledge of: Ministry funding and reporting requirements in conjunction with the Provincial Student Information System;
- Demonstrated exceptional skills and experience with training and communication of technology, word processing, data entry, database management and spreadsheet programs (e.g. Microsoft Office) and student information systems;
- Understanding of requirements for Online Learning Achievement Reporting and enrollment procedures;
- Demonstrated strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities;
- Demonstrated strong analytical and problem-solving abilities and an aptitude for detail, precision and accuracy;
- The able to work independently with little supervision and to work well in a team environment;
- Good interpersonal/communication and managerial skills including the ability to motivate and supervise others;
- A demonstrated analytical problem solving and troubleshooting ability.

COMPLETE JOB DESCRIPTION CAN BE FOUND AT:

www.sd54.bc.ca > Careers > Excluded Job Posting > Excluded Job Descriptions

SALARY: The starting annual salary for this full-time Supervisor of District Data position is expected to be between \$55,437- and \$69,296. SD54 also offers a competitive benefits and pension package.

All inquiries should be directed to: Toni Perreault, Assistant Secretary Treasurer
Office: 250-877-6820

To apply for this position, interested candidates are asked to send in their **cover letter, resume and three employment references** in confidence to:

Ms. Bobbie Kingsmill
Human Resources Administrator
Box 758 Smithers, BC V0J 2N0
Email: contact-sd54@sd54.bc.ca

THIS POSTING CLOSSES ON FRIDAY, NOVEMBER 29, 2024 @ 3:00pm

ONLY THOSE APPLICANTS CHOSEN FOR INTERVIEWS WILL BE CONTACTED.