



SCHOOL DISTRICT # 54
(Bulkley Valley)

JOB DESCRIPTION
SUPERVISOR OF DISTRICT DATA AND COMMUNICATIONS

Title: Supervisor of District Data and Communications

Department: Excluded – District Office

Reports to: Secretary Treasurer

Date: July 17, 2026

Reporting to the Secretary Treasurer, the Supervisor of District Data and Communications will oversee the integrity and supervision for district data and related information technology software. In addition, the Supervisor of District Data and Communications 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

Responsibilities

- Responsible for Provincial Student Information System at the district level and for working as part of district team for implementation and on-going maintenance of new student information systems
- Responsible for provincial and district reporting in accurate and timely fashion
- Supervision and evaluation of school clerical staff, in conjunction with administration, with regards to school records Provincial Student Information System.
- Oversee integrity of district data entered at school and site level.
- Train site level data entry support staff and other staff responsible for data entry (counselors, administrators)
- Supervise and manage confidential information with regards to student or employee information
- Support implementation and planning for the implementation of new district data systems
- Supervise training of staff in implementing new software and information system databases
- Other district technology system duties are necessary
- Prepare regular communications pieces suitable for social media to ensure School District #54 has a consistent, strong message;
- Assist in the promotion of Strategic Plan goals, including message development and social media content creation;
- Assist in the development and dissemination of public relations materials that increase our visibility among stakeholders;
- Identify target audiences and create social media strategies to effectively engage them;
- Proactively identify and produce quality stories;
- Posting information in a timely and organized way to the District's website, as well as maintaining an engaging social media presence for School District #54 schools.



SCHOOL DISTRICT # 54

(Bulkley Valley)

Qualifications:

Preference will be given to candidates with:

- Experience and education in office administration training and employee management in technology, databases and communications
- 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 Distributed Learning achievement reporting and enrollment procedures
- Graphic design, photography skills and image/video editing are assets but not requirements
- Hold a two-year certificate or degree program in marketing, media or communications or other related program or equivalent accredited coursework from a recognized college or institution
- Minimum of two years of demonstrable experience in communications and/or web communications including content development and posting website updates. This paid work experience must also include a minimum of one year of experience with social media tools such as X, Facebook, and YouTube
- Demonstrated strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities
- Demonstrated ability to use initiative to determine and select appropriate course of action often under tight timelines
- Demonstrated strong analytical and problem-solving abilities and an aptitude for detail, precision and accuracy
- Valid Class 5 – BC Driver's License and an exemplary driving record as demonstrated by a current drivers' abstract
- They can 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