



## School District No. 35 (Langley)

### Data Analyst and Student Information Planner (Exempt)

School District No. 35 (Langley) is seeking a Data Analyst and Student Information Planner (Exempt position).

Reporting to the Chief Information and Technology Officer, the Data Analyst and Student Information Planner functions as part of the Information Technology department and is one of the main contacts for student reporting to the Ministry of Education (MoE). The Data Analyst and Student Information Planner is responsible for leading teams, coordinating and leading projects, the development of the Student Information Service Data Warehouse, supporting student achievement and tracking the effectiveness of district supports for vulnerable youth, and working with the District staffing team to set initial staffing levels for all schools for the upcoming school year. This position supervises up to two (2) CUPE support staff and, from time to time, supervises project teams in relation to District initiatives.

The successful candidate will have the following qualifications:

- Undergraduate degree in an appropriate discipline (e.g. Statistics, Planning, Education, or Business Administration) and a minimum of two (2) years' related experience, or an equivalent combination of education and experience.
- Experience with metrics and information systems (i.e.: student information systems), including advanced features for Microsoft Office (e.g. writing and running macros), expertise with report writers, and a working knowledge of database programming. Working knowledge of PowerSchool would be considered an asset.

In addition, the successful candidate will have excellent oral and written communication skills, the ability to compile and communicate reports and information supporting organizational goals and initiatives, and the ability to establish and maintain effective working relationships with internal and external contacts within a multi-unionized organization. Experience in a K-12 educational system is an asset.

We offer a competitive salary including a comprehensive benefits package. Qualified individuals may submit their application by Friday, April 9, 2021 at 4:00 p.m. to:

Karen Baldissera  
Manager, Human Resources  
Email: [recruitment@sd35.bc.ca](mailto:recruitment@sd35.bc.ca)

The District appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

***Note: The successful applicant will be subject to a criminal record check.***