



The Vernon School District is centred in the City of Vernon, BC and is located at the north end of the beautiful Okanagan Valley near both Okanagan Lake and Kalamalka Lake. Our district combines all the amenities available in larger centres with a small town feel.

The District's motto, "A Great Place to Learn" epitomizes the wonderfully rich opportunities that our geographical location offers our students, and our 1200 employees as they pursue life-long learning and have access to a wonderful lifestyle.

Posting #69 District Data Coordinator

The District Data Coordinator is an integral part of the Information Technology Department of the district. As the successful candidate for this position, you will be the district liaison with the Ministry of Education Data Management Unit regarding student data. You will coordinate student data collection, ensure accuracy of information submitted to the ministry and provide support for the student data management system (MyEducation BC) in order to meet district and ministry requirements. The coordinator also provides support and training to school and district personnel on the student data management system as required.

As our ideal candidate, you will have:

- Grade 12 plus twelve (12) months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Proven advanced computer skills including spreadsheet and data base programs to facilitate analysis of data.
- Three (3) years proven successful school district business related experience in school district administration systems/student information systems including two (2) years proven successful experience providing training and support for these systems.

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.

This vacancy is open until filled and application review is ongoing. Full job description available, and applications accepted, on posting site MakeaFuture.ca

This position is unionized, CUPE Local 5523 and is a full-time position, 35 hours per week. Compensation includes a comprehensive benefit package.