



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance
Our Vision Learning Without Limits...Achievement For All

Data Reporting Assistant

Portfolio:	Data analysis and reporting
Reports Directly to:	Assistant to the Director
Reports Indirectly to:	Director of Education
Direct Reports:	n/a
Department/Location:	Information Services - Fairview Education Centre – Yorkton, SK
Salary Range:	Data Reporting Assistant Grid – 5 steps
Last Updated:	October 25, 2018

Profile

Guided by the Good Spirit School Division's foundational statements, the Data Reporting Assistant scrutinizes and assembles raw data from multiple sources and generates reports for a wide variety of functional needs. This position will engage and consult with team members on all data, reporting needs and opportunities to improve reporting effectiveness in all functional areas (education, finance, payroll, human resources, facilities, transportation, information and technology). Communication skills are key as the Assistant will need to clearly explain their findings to non-technical team members. The Data Reporting Assistant will assist in testing, training, developing and maintaining documentation, retrieving and analyzing data and assist in maintaining the Division's databases and data-driven systems. As a primary contact for reporting this position will represent the Division in a positive, professional manner and deliver exceptional report writing skills. This position will support approximately 960 instructional and non-instructional staff in a school division comprised of 27 schools and 6,200 students.

Primary Responsibilities

Without restricting the generality of the overview above, the Data Reporting Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assist with the development and maintenance of user manuals, diagrams and operating procedures.
- Assist with the development of end user capacity to utilize existing software to its fullest capacity.
- Assist with the administration of student information data systems and provide expert assistance to school-based and education staff in the use and application of the system to ensure data is accurate and timely.
- Assist with the creation and management of user accounts for staff and students in multiple software systems and advise users on how to access, run and read reports.
- Compile detailed reports using data reporting tools for review by the Assistant to the Director or Director of Education.

- Ability to query data from a SQL database and assist and/or perform automated and reusable routines for extracting requested information from database systems.
- Ability to generate reports, automate best practices and exploit the best available software, including MS Excel, Access, SQL and/or other data warehouse analytical tools.
- Navigate complex data sources to retrieve relevant information and produce reports.
- Assure the integrity of extracted data, storage, manipulation, processing and analysis.
- Communicate analysis results with Assistant to the Director and Director of Education.

Qualifications

- Diploma in a technology related discipline and/or related certifications.
- At minimum 2 years of demonstrated technical expertise in major relational database languages.
- Experience with Microsoft platforms.
- An equivalent combination of education and experience may be considered.

Knowledge, Skills and Abilities

- Ability to read and understand technical documentation.
- Excellent analytical and problem-solving skills.
- Strong interpersonal and communication skills, both verbal and written.
- Excellent listening skills with the ability to carry out directions in a timely manner.
- Ability to work independently with minimum supervision as well as a team player.
- Ability to prioritize and manage multiple demands.
- Self-directed as well as task and goal oriented with an attention to detail.
- Understanding of school divisions would be an asset.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organizational and business to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.
- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- 37.5 hours per week, 12 months per year
- Out of Scope

Approved by:	
Supervisor Name	Heather Morris
Supervisor Title	Assistant to the Director
Signature	
Date	

Reviewed and initialled by Director of Education or designate (Human Resources) on

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