



Our Vision: *We imagine a world where all are empowered to reach their full potential through faith and service.*

Our Mission: *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

Our Priorities: *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

EXTERNAL Job Posting Number:

CUPE#86-21-22-SSA

Job Title:

School Support Analyst

This position is open to all applicants.

Location	Site	FTE	Assignment
Napanee, ON	Board Office	1.0 FTE Permanent Full Time position	Effective immediately 7 hours per day, 5 days a week

Reporting to the Supervisor of Learning Technology Services, the School Support Analyst is primarily responsible for managing student data within the Student Management System to meet School, Board and Ministry requirements, They provide support and training to school and board office personnel for use of the school administrative system. This position will be the primary liaison between the administrative staff at the school level, Ministry of Education, SMS provider and other related agencies such as OUAC, OCAS and SIS.

Qualifications:

- Community College diploma in Programming and Computer Science and/or equivalent work-related experience;
- 2-3 years' related experience in an IT environment;
- Relevant experience working with computerized administration systems;
- Practical experience with student administration and/or using the Student Management Systems;

- Strong knowledge and experience in the use of word processing and spreadsheet programs in keeping with latest programs supplied by Board;
- Previous end user training;
- Excellent interpersonal, organization and communication skills, with the ability to write clear and concise documentation;
- Skills in conflict and time management;
- Ability to work unsupervised alone and in a in a group setting;
- Knowledge of in-house computer programs including regular upgrading of skills and ability;
- Excellent programming skills;
- Must possess a valid driver's license and have access to a vehicle in order to travel and provide service throughout the district

The board is seeking candidates who demonstrate the following Core Competencies:

Communication

Innovation

Interpersonal Relations

Leadership

Planning and Organization

Professional Integrity

System Thinking

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire and must complete a Covid-19 Vaccination Disclosure, regardless of vaccination status, as per Government requirement and School Board Protocol.

Salary/ Range:

\$23.08 - \$27.15 per hour

Application and Requirements:

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to work@alcdsb.on.ca

Closing date: January 17, 2022 by 4:00 p.m.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.