



**INTERNAL Job Posting Number:**

**CUPE#87-20-21-SAA**

**Job Title:**

**School Support Analyst**

*Posted in accordance with article 12.01 (a) of the CUPE Collective Agreement as the anticipated duration of this opportunity is expected to exceed 6 months*

*Preference will be granted in accordance with the Collective Agreement for CUPE local 1479 to permanent internal candidates.*

*Temporary employees will have their applications considered prior to external candidates.*

<b>Location</b>	<b>Site</b>	<b>FTE</b>	<b>Assignment</b>
Napanee, Ontario	Board Office	1.0 FTE Temporary Long Term Occasional	Temporary Assignment effective February 2021 until August 13, 2021 7 hours per day, 5 days per 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;
- Valid Ontario Driver's License.

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.

**Salary/ Range:**

\$22.85 - \$26.88 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](mailto:work@alcdsb.on.ca)

**Closing date:** December 2, 2020 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.*