

## **SCHOOL DATA MANAGEMENT COORDINATOR**

### **Authority**

The School Data Management Coordinator reports directly to the Assistant Director of Instructional Services.

### **Purpose**

The School Data Management Coordinator is responsible for organizing data and establishing processes for efficient data usage and analysis. The Coordinator is responsible for formulating data management techniques for data collection that ensures adequacy, accuracy and legitimacy of data. The Coordinator is responsible for devising, implementing, and maintaining efficient and secure procedures for data management and analysis with attention to all technical aspects. The Coordinator oversees the development and maintenance of the MFNSS data management system and ensure all data protocols are in place.

### **Specific Responsibilities**

1. Collaborate with school system staff and MFNSS school staff to enhance existing applications for collecting data to be used for creating improvements in data management;
2. Devise an efficient and effective process for Nominal Roll to collect, store and access nominal roll data, and ensure Nominal Roll submission deadlines are met;
3. Create a Nominal Roll Information Manual for schools and provide triannual training or training as needed or requested;
4. Work closely with the school administration, student information worker, and to ensure all data is collected with accuracy and available when requested by stakeholders;
5. To create actionable data by ensuring the establishment of a sustainable, data informed culture to allow for school improvement;
6. Summarize and analyze school data for the Annual Report, programs, individual school reports, and various reports requested throughout the year;
7. Monitor the data generated in the school system, participating schools, programs, and nominal roll for consistency and accuracy to create a data informed approach in achieving alignment to strategic planning goals, school success plans, system staff plans and all related programs;
8. Improve process for data collection, accuracy, storage and accessibility to ensure reporting deadlines are met;
9. Provide solutions for collecting and storing data of schools' performance from evaluations, assessments, monitoring requirements, and grading in a centralized repository for analyzing results at the system level and school level.
10. Support school administration and student information worker in the maintenance and safe guarding of student cumulative records and ensure school compliance with applicable laws

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of privacy and recording keeping of the Manitoba Education Guidelines on the Retention and Disposition of School Division/District Records and Manitoba Pupil File Guidelines.

11. Support school administration and student information worker in the effective and efficient use of a Student Information System programs to ensure adequate and accurate student data, school records, including enrolment, demographic information, student nominal roll and staff census statistics, along with additional data required, with up to date data verification;
12. Assist system staff and school instructional staff with establishing a baseline, continued analysis of data, and reporting to gauge progression to attain an improve learning environment;
13. Prepare customized reports for school needs as requested and assists schools' accountability in reporting;
14. Support the creation and maintenance of a database of student assessment results and train system staff on the database components and usages;
15. Provide monthly and annual reports, annual work plans, and other reports/plans as required;
16. Develop reports including but not limited to enrollment, attendance, assessments, and data for ongoing management needs;
17. Compile, process and submit reports as required;
18. Support the MFNSS strategic plan priorities, proposals and work plans so they are implemented effectively and efficiently;
19. Other duties as assigned.

### Qualifications

#### Education, Skills and Experience

- Master of Education preferred with a specialization in Statistics and research methodology or equivalent qualifications and experience;
- Fluency and literacy skills in a Manitoba First Nations Language is an asset;
- Previous experience in data management in a First Nations context preferred;
- Current knowledge and skills related to assessment and data analysis;
- Knowledge and experience in data collection, privacy legislation, and Ownership, Control, Access and Possession (OCAP) principles;
- Ability to work independently and as a member of a multi-disciplinary team of professionals in a respectful manner;
- Highly developed facilitation and presentation skills;
- Have a strong understanding of First Nations community governance structures and protocols;

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- Awareness of Manitoba First Nations education development and reforms, bodies of knowledge and socio-economic conditions of First Nations communities;
- Possess a valid Class 5 Driver's License;
- Flexible to travel to MFNSS schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Thursday, July 22, 2021** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.