



2015 May

JOB DESCRIPTION

JOB TITLE	OnSIS Support Analyst
JOB BAND	E
DEPARTMENT	Learning Support Services
SUPERVISOR	Supervisor, Learning Support Services - OnSIS

POSITION SUMMARY

The OnSIS Support Analyst provides organizational support as a part of the OnSIS team by ensuring the accuracy and integrity of electronic data regarding students and staff reported to the Ministry of Education, analyzing and correcting data and responding to requests for assistance.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries from school-based and Board staff regarding OnSIS data, provide direction, take necessary action and follow-up appropriately.
- Interpret and correct error logs from Ministry of Education.
- Complete, verify and certify data submitted to Ministry of Education.
- Communicate with Ministry of Education staff regarding related issues.
- Liaise with software vendor regarding software patches and updates.
- Test new versions and application releases of OnSIS software.
- Maintain knowledge of TVDSB and Ministry of Education policies and procedures relevant to data collection, maintenance, reporting and software applications.
- Work with supervisor and research and assessment staff to resolve OnSIS issues.
- Conduct training sessions for school staff.
- Maintain and update related manuals.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Two years of related work experience is required.