



## JOB DESCRIPTION

<b>JOB TITLE</b>	OnSIS Support Analyst
<b>JOB BAND</b>	E
<b>DEPARTMENT</b>	Learning Support Services
<b>SUPERVISOR</b>	Supervisor, Learning Support Services - OnSIS

### POSITION SUMMARY

The OnSIS Support Analyst provides organizational support as 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 Board staff regarding school information system data, provide direction, take necessary action and follow-up as needed.
- Interpret and correct error logs from the Ministry of Education.
- Complete, verify, and certify data submitted to the Ministry of Education.
- Reconcile data and make corrections as per Ministry Q&A and Reviews.
- Communicate with Ministry of Education staff regarding related issues.
- Liaise with software vendor regarding software patches and updates; test new versions and application releases.
- Report, analyze, and correct data through the school information system, ensuring accuracy of data including the granting of appropriate diplomas.
- Interpret reports for consecutive absences, including RISA (Report Interface for Student Achievement).
- Maintain knowledge of TVDSB and Ministry of Education policies and procedures relevant to data collection, maintenance, reporting, and software applications.
- Complete reports, including ECPP (Education and Community Partnership Program) reporting.
- Work with supervisor and other Board personnel to resolve school information system issues.
- Plan and facilitate regular training sessions for school-based staff.
- Interpret, understand, and provide direction to Board staff on reporting requirements, policies, and procedures for various programs.
- Manage school information system IT tickets.
- Maintain and update related manuals.
- Assist with student registrations, class reorganizations, virtual student placements, and data corrections, regenerating FTEs (Full Time Equivalent), enrolment lines, admits/demits, and funding sources.

### EDUCATION

One (1) year post-secondary program in office or business administration.



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### **EXPERIENCE**

One (1) year of related work experience is required.