

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION
MYEdBC SUPPORT PERSON**

DEPARTMENT: IT

JOB SCOPE

Reports to Secretary-Treasurer.
Supports the use of MyEdBC in the district.
Provides advice and in-service to staff on the use of MyEdBC software.
Works without close supervision.

MAJOR DUTIES AND RESPONSIBILITIES

Plans and schedules work in order to provide prompt and efficient support to MyEdBC users.
Maintains detailed records of all work performed.
Provides assistance and in-service to staff on the use of MyEdBC software.
Attends meetings to remain current in MyEdBC software.
Adheres to security and information privacy policies.
Provides district-wide data on student achievement.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
One year of post-secondary education (ten courses) applicable to work situation including courses in computer technology,
Ability to maintain good working relationships with other school district staff.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Ability to plan and carry out an effective work schedule with a minimum of supervision.
Knowledge of student data, school administration procedures, and MyEdBC software.
Two to three years of recent experience in school data administration and student administration software.

Revised Mar. 2019 (new)