

HIRING COMPETITION

Student Information Systems Coordinator

The successful candidate will be responsible for managing and maintaining student information systems at the Lakehead District School Board.

Responsibilities

- Coordinates the use of student information systems (SIS) by a broad cross-functional group of employees across the board
- Ensures the Board and schools follow ministry and board regulations, policies, and procedures with respect to the maintenance and use of student data
- Designs and delivers training for new and existing school and board staff on current software and procedures, updates to current systems, and newly-introduced systems
- Develops SIS related procedures and documentation
- Provides support for SIS issues for external regional school boards and other outside organizations as required
- Assists board and school staff with internal, external, and Ministry audits
- Reviews and revises school office procedures
- Identifies reporting needs and troubleshoots data reports, extracts, and dashboards to present SIS data for school and board needs
- Assists in compiling data for planning and reporting purposes
- Meets Ministry requirements for SIS data reporting
- Coordinates SIS-related activities and issues
- Other reporting and data compilation duties as assigned.

Required Education & Experience

- Degree or Diploma in Computer Science, Business Admin/Commerce, Management Information Systems, or another related area of study
- Minimum of 3 years' experience with PowerSchool
- Familiar with database use, including writing T-SQL and PL-SQL queries
- Advanced experience with Microsoft Excel
- Comfortable with delivering effective in-person/classroom and remote training

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to hr@lakeheadschoools.ca

The deadline for applications is **4:00 P.M. TUESDAY, OCTOBER 13, 2026**.

Salary Range: \$84,021 to \$102,200

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.