



## **Data and Applications Specialist**

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, soon to be serving over 4000 students in eight campuses throughout the city. We offer educational programming through a Distinctive Teaching and Learning Framework developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter: academic excellence, character development, parental involvement, and staff leadership are valued and fostered.

### **Position Summary**

The Data and Applications Specialist is responsible for managing, maintaining, and supporting the student information system and other educational and business applications used by FFCA. The Data and Applications Specialist also ensures data quality, integrity, and security, and provides technical assistance and training to staff and stakeholders. This position reports to Director of Technology, Learning and Information Technology Support, with a high level of collaboration required amongst team members, central office business units and campus administration.

### **Responsibilities**

- Administer, configure, and troubleshoot the PowerSchool Student Information System and other related applications, such as learning management system, document management, library system, finance system, human resources system.
- Ensure PowerSchool and related applications meet security requirements, and that prudent levels of confidentiality, integrity and accessibility are applied.
- Monitor and optimize the performance and security of data and applications, ensuring updated to current stable versions.
- Coordinate and maintain data integration, synchronization, migration, validation and reporting tasks across various systems and platforms, according to established standards of data interoperability.
- In conjunction with identified stakeholders, implement and enforce data standards, policies, and procedures to ensure data accuracy, consistency, and compliance.
- Manage customization requests
- Manage accounts for staff, students and parents, ensuring seamless integration into onboarding process
- Resolve incident and service request tickets related to resolution of application and data issues, escalating to external vendors as necessary for resolution
- Plan and execute scoped projects as necessary, translating academic and business needs into comprehensive technical requirements that meet usability, integration and security requirements.
- Create data reports, analytics and dashboards as required for Student Information Systems, student assessment, teacher evaluation, and other significant areas of reporting required for campus, jurisdiction and provincial reporting
- Develop and maintain documentation, manuals and training materials for applications, data processes and standards

- Provide technical support and training to staff and stakeholders on the use of applications and data tools.
- Research and evaluate new technologies and solutions to enhance the data and application environment.

### **Desired Education and Training**

- Bachelor's degree in computer science, information systems, education or related field, or equivalent combination of education and experience.
- Minimum of three years of experience in data and application management, preferably in an educational setting.

### **Desired Knowledge and Skills**

- Proficient in SQL, database administration, data analysis and reporting tools.
- Experience in basic scripting/programming using Python, PowerShell or similar technologies.
- Student information systems (PowerSchool) and other educational and business applications.
- Familiar with data standards, privacy laws and best practices in education.
- Excellent communication, collaboration, and problem-solving skills.
- Ability to work independently and as part of a team.
- Ability to prioritize, multitask and meet deadlines.
- Experience with Business Process analysis will be considered an asset.
- Ability to learn new technologies and systems quickly and adapt to changing needs.

### **Application Details:**

Interested candidates are asked to e-mail a cover letter, resume and three reference names/contact information to [chloe.graveline@ffca-calgary.com](mailto:chloe.graveline@ffca-calgary.com).

**Closing Date:** This position will remain open until a suitable candidate is found.

*We thank you for your interest in FFCA but only short-listed candidates will be contacted.*