



Kinooaadziwin Education Body
Full-time Permanent Employment

**“We support our students
in following an Anishinaabe
Aadziwin learning path.”**

AES Education Data Analyst

SUMMARY

The AES Education Data Analyst is responsible for overseeing the storage, compilation, and analysis of student data to facilitate informed decision-making. This position plays a pivotal part in enhancing educational strategies and improving student outcomes by leveraging AES student and school data and producing relevant and useful reports. The position involves working closely with Anishinabek Education System (AES)/Participating First Nation (PFN) educators, administrators, and IT professionals to ensure accurate and meaningful information is available to make strategic decisions, support student learning, and foster an environment of continuous improvement.

DUTIES AND RESPONSIBILITIES

- Produce, analyze, interpret, and disseminate student and academic data reports to identify trends, forecast outcomes, to support informed strategic decisions and annual reporting.
- Develop and implement a comprehensive student data management plan to compile, analyze, and report on student data.
- Continuously seek and implement improvements in data collection and analysis processes to better support educational goals.
- Ensure compliance with educational standards, data security, and privacy legislation and regulations to protect data security protocols and protect confidential information.
- Stay updated with the latest trends and technologies in educational data management.
- Prepare and present reports on student success and bimaadziwin to PFN and AES committees.
- Support implementation of the Annual Learners Survey
- Support policy and procedures development for student data management within the AES.
- Collaborate with AES/PFN educators, administrators, and IT staff that support secure, efficient, and reliable student data systems.
- Work with external partners, including government departments and educational organizations, to align strategies for the collection and analysis of student data and share best practices.
- Support the KEB Virtual Learning Environment and KEB Virtual Secondary School with enrolment and registrations.
- Work collaboratively with the Student Information System Coordinator.
- Provide training and support to AES/PFN teachers and AES/PFN administrative staff on Ontario Education Numbers (OENs), uploading to Ontario School Information System (OnSIS), data usage, and analysis.
- Continuous professional learning by staying informed with the latest trends and best practices, implement improvements to data processes and systems

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Education, Data Science, Statistics, or related field.
- 2 to 4 years experience in data analysis and reporting.

- Strong analytical skills and experience with statistical analysis software (i.e. OnSIS).
- Excellent communication, organizational and interpersonal skills.
- Presentation skills
- Ability to work collaboratively and can work independently.

LOCATION & HOURS OF WORK

This is a remote position with standard working hours from 8:30 am to 4:30 pm. While the position is primarily remote, regular travel is required, including visits to Participating First Nation communities and attendance at KEB meetings/events.

SALARY & BENEFITS

The starting salary for this position is **\$71,517.00 to \$89,394.00**, with potential adjustments based on your qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on **Thursday, March 6, 2025**. Interviews are scheduled for the week of **March 10 to 14, 2025**. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies.

Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Manager
Kinoomaadziwin Education Body
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