



## **Avon Maitland District School Board Data and Research Manager (Full-Time Permanent)**

The Avon Maitland District School Board is inviting applications for the full-time permanent position of Data and Research Manager, at the Education Centre located in Seaforth, Ontario.

This managerial position will involve, supporting the measuring of our current Strategic Plan and supporting the data gathering and deep analysis to inform a new plan for 2025-2029. The Manager will work as part of a dynamic team and guide schools, departments and the district to provide statistical support and other survey or data collection processes to determine the impact on students and staff of key priority area work. Leading with strategic questions, setting realistic and measurable goals, and designing monitoring strategies are key expectations in this role. Emphasis will be placed on developing a capacity building strategy to support all levels of the system to engage in data and evidence informed decision making behaviours.

Further, as a liaison with other Research Managers in Ontario, the Manager will provide up to date information about emerging trends and will support the mobilization of knowledge related to educational research. They will act as a senior advisor to the Senior team to help with deep understanding of data that leads to complex decision making.

### **Job Description:**

- Facilitate capacity-building through the development and delivery of end user documentation and training, to support improvement planning processes based on best practice educational development, design, delivery and evaluation methodologies;
- Facilitate the translation of research to evidence-based instructional and programming practice, promoting a spirit of inquiry among our leadership teams in our quest to improve outcomes for all students;
- Explore district indicators to notice and name patterns, trends and opportunities for ongoing growth and improvement;
- Collaborate with each department to assist in the development of departmental plans, including setting of goals and priorities and in particular, program monitoring and measurement strategies (both qualitative and quantitative);
- Provide data analysis support, as well as identify significant factors and key trends as they relate in our school board's effort to accurately account for and report publicly on the performance of our students, through the identification of gaps and plans for improvement;
- Develop and implement a multi-year survey strategy aligned with ministry reporting requirements and responsive to board needs;
- Inform the development, monitoring, and reporting of the board's Math Achievement Action Plan and other emerging ministry reporting requirements;
- With the Database Analyst, support the development and configuration of an AMDSB data warehouse and data visualization dashboards;

- Conduct all data analysis, environmental scans and critical appraisal of emerging research, best practices, resources, ministry initiatives and other aspects related to effective school leadership, instructional practice, resources and programming;
- Develop, implement, monitor and report on district surveys for various stakeholders;
- Support knowledge mobilization by using both qualitative and quantitative data sets in order to support changes in our district;
- Collate, present and communicate data and evidence for various audiences through written reports and oral presentations, including detailed description of statistical methods, detailed analysis of results and synthesis of conclusions to identify patterns to inform next steps;
- Review and monitor all internal and external research activities for alignment with the principles contained in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans;
- Collaborate with software vendors, Ministry ONSIS staff, and other departments, including the Information Technology department in order to ensure the appropriate collection, storage, management and manipulation of student data;
- Other duties as assigned.

**Qualifications:**

- Experience working in a school board, or other public institution that reflects a clear understanding of educational issues;
- Leadership in designing and implementing a data collection strategy that engages staff and is considerate of the needs of school board consumers;
- Work-related experience in creating and working with a variety of databases;
- Experience In using data management, analysis, reporting and presentation software;
- Ph.D. preferred and/or Graduate degree (in Social Sciences, Education, Mathematics or a related discipline) and strong research (both qualitative and quantitative background), analytical and technical skills are critical
- Ontario Teaching Certification would be considered an asset
- Expertise in technical writing and preparing end-user documentation, demonstrated ability to communicate technical information effectively, both verbally and in writing
- Extensive knowledge and demonstrated expertise related to research methodology (design, ethics protocols and legislation, qualitative and quantitative measures, analysis and reports)
- Superior project management and organizational skills
- Excellent interpersonal, consultation, and collaborative skills
- Public relations/public speaking skills are an asset

**Rate of Pay:** Level 8 (\$86,563 - \$100,798) in accordance with the Terms and Conditions of Employment for Non-Union Management Employees.

**Health & Dental Benefits:** Extended and Supplementary Health, Paramedical Services, Dental, including Orthodontics, Out of Province/Country and Health Care Spending Account

**Pension Plan:** Defined pension plan through the [Ontario Municipal Employees Retirement System \(OMERS\)](#)

**Employment Start Date:** Immediately

**Hours of Work:** 35 hours per week and additional hours may be required of managers depending on evening presentations or project deadlines.

This job is part of the Work from Home Program, which is a trial program implemented for the 2023-2024 school year. The WFH program is 1-2 days working from home as determined with the supervisor and with restrictions and parameters. This program may be extended beyond the 2023-2024 school year, at the sole discretion of our senior leadership team.

Interested applicants are requested to apply through [amdsb.simplification.com](https://amdsb.simplification.com) (steps are below) by **4:00 PM on Monday, October 2, 2023.**

### How to Apply?

1. Register/Login to [amdsb.simplification.com](https://amdsb.simplification.com)
2. Search Jobs
3. Job Code: **3601591**
4. Select "Apply"

If you require assistance with [amdsb.simplification.com](https://amdsb.simplification.com), please call Simplification customer service at 1-877-900-5627 or [info@applytoeducation.com](mailto:info@applytoeducation.com) (Monday - Friday: 7:30am-7:00pm).

We thank all applicants for their interest in opportunities with the Avon Maitland District School Board. Contact will be made with applicants whose experience and qualifications most closely match the requirements of the position

Communication with short-listed applicants will be made through the contact information (email address and/or phone number) provided on the applicant's [amdsb.simplification.com](https://amdsb.simplification.com) profile page.

The Avon Maitland District School Board is committed to equity in employment. We are committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the communities we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in the classroom.

Dr. Lisa Walsh, Director of Education

Nancy Rothwell, Chair of the Board