



## Waterloo Region District School Board

January 6, 2025  
**Posting #25.001**

### **Research Officer (MM3) Research and Organizational Transformation**

*Applications from employees of the Waterloo Region District School Board as well as external applicants will be considered.*

The Waterloo Region District School Board is situated in Canada's innovation heartland, where we are celebrating the gifts of each and every student by creating limitless opportunities for them to flourish, grow and become their best selves. The Board provides a comprehensive educational program for approximately 65,000 students in the Region of Waterloo. The Board is the seventh largest public school district in Ontario with 16 secondary schools, 106 elementary schools and approximately 11,000 staff members. Additional information regarding the Board is available on the Board's website at [www.wrdsb.ca](http://www.wrdsb.ca).

Reporting to the Executive Manager of Research and Organizational Transformation, the successful candidate will be responsible for providing a range of research and statistical services to support evidence-informed decision-making throughout Waterloo Region District School Board.

The successful applicant for this Mid-Management Level 3 position (salary range of \$91,512 to \$106,522), will be working 40 hours per week, 12 months per year, effective as soon as possible.

#### **Responsibilities:**

- Develop and coordinate system-level measurement in support of the WRDSB Strategic Plan and Operational Goals.
- Monitor and help to maintain business intelligence tools, databases, and dashboards in collaboration with staff from Information Technology Services.
- Develop processes to collect and display student assessment data and other data.
- Configure the appearance of the data warehouse reporting portals and data collection portals, and grant access at the appropriate security level to both applications by various school and board users.
- Provide recommendations for and support implementation of methods for tracking and managing certain types of student information in the board's student information system, data collection, and data warehouse systems.
- Research and recommend appropriate application and database solutions, products or technology.
- Work collaboratively with software vendors, Ministry OnSIS staff, and provincial, multi-board software user groups.
- Interact with other Ontario School Boards to streamline processes and best practices.
- Develop and deliver end-user documentation and training for a variety of stakeholders including educators, administrators, and other service department staff.
- Provide oral, written and visual reports to senior administrators, and various WRDSB stakeholders, on system progress.
- Work as part of the Research and Organizational Transformation Department to demonstrate research excellence and inspire a culture of inquiry.

- Share research findings within the scientific and professional community and participate in provincial and national research networks.
- Perform other duties as assigned.

#### **Qualifications:**

- Graduate degree (minimum of Masters' level degree) in Education, Social Sciences, Mathematics or any academic discipline with a strong analytical and technical focus. Ontario Teaching Certificate an asset.
- Three (3) years' experience in a setting that reflects a working knowledge of education issues, strategy implementation, and data needs of consumers.
- Experience working with commonly used cloud-based systems, databases and related processes (e.g., SQL, OneDrive, Google Drive, Microsoft Azure).
- Experience in using data management, analysis, reporting and presentation software (e.g., Microsoft PowerBI, R, Microsoft Fabric).
- Experience with scorecards, databases, KPIs, trend analysis and other visual analytics.
- Expertise/training in technical writing and preparing end-user documentation, demonstrated ability to communicate technical information effectively, both verbally and in writing.
- In-depth familiarity with legislation governing access to confidential data and protection of privacy.
- Extensive knowledge and demonstrated expertise related to research methodology (design, ethics protocols and legislation, measurement/psychometrics, qualitative and quantitative analysis, reporting) and fluency with related software (e.g., SPSS, R).
- Familiarity with taking a human-centered and equity-informed approach to problem solving
- Superior project management and organizational skills.
- Excellent interpersonal, consultation, and oral/written communication skills, including proven ability to translate complex technical and statistical concepts for lay audiences.
- Ability to work collaboratively within a team environment and with professionals in other disciplines (e.g., Information Technology Services)
- Valid driver's license and reliable transportation is required.

***Candidates are asked to electronically submit a copy of their covering letter and resume, quoting posting #25.001 – Research Officer, no later than 4:00 p.m. on Friday, January 24, 2025 to Laurie Pett, Human Resources Officer at [management\\_resumes@wrdsb.ca](mailto:management_resumes@wrdsb.ca).***

The Waterloo Region 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 community 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.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.

**Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.**

We appreciate the interest of all applicants but will only be interviewing selected candidates based on job specific criteria and only those selected for an interview will be contacted. **No phone calls please.**

Scott Miller

Interim Director of Education and Secretary