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Ontario Aspen Student Information System Project Manager / Business Analyst

The Student Information System Executive Oversight Committee (SIS EOC) in collaboration with the Strategic Management Committee (SMC) and support from the Council of Senior Business Officials (COSBO) and the Educational Computing Network of Ontario (ECNO) is seeking to fill the role of SIS Project Manager / Business Analyst. The role will report to the Aspen SIS Executive Oversight Committee

Working with the SMC and other Ontario Aspen SIS committees, the successful incumbent will provide overall project management and business analysis for a significant backlog of enhancement and improvements to the Aspen Student Information System. The role will work with various subcommittees made up of members from 40 different school boards to prioritize work, develop business and systems requirements, make recommendations to the SMC and EOC, and ensure the SIS implementation vendor completes all approved work within the agreed upon schedule.

The Aspen Student Information Systems is a large multi-instance cloud-based student information system recently implemented in Ontario across 40 school boards and supporting over 600,000 students. The SIS product is developed by Follet School Solutions and implemented and managed by Fujitsu Canada.

The position will begin as soon as possible and will continue until December 31, 2023, with the mutual option to extend additional one-year terms. The commencement date for this position is open to negotiation with the selection committee. The incumbent will work remotely for the majority of the time, but some travel within Ontario may be required for events and meetings periodically.

The compensation for the position will be in the range of \$8,500 - \$11,000 per month, commensurate with the successful candidate's experience and skillset.

The ideal Candidate will have the following:

Skills, Competencies, and background:

- Strong knowledge and experience in IT project management with experience in managing large systems/software project
- Strong understanding of project risk management
- Strong leadership skills and ability to set clear direction for a large group
- The ability to resolve conflicts and manage issues amongst stakeholders
- Superior verbal and written communication skills
- The ability to present confidently to large groups of senior staff or executives
- The ability to clearly translate and articulate business requirements
- A strong understanding of the software development process
- A strong understanding of data management and integration methods
- The ability to work and achieve success independently
- Takes a flexible and adaptable approach to problem solving
- Extraordinary integrity and the ability to build trust across all stakeholders
- Knowledge of the Ontario School board process and systems would be considered an asset
- Superior organizational skills

Education and Experience

- At least 7+ years of progressive experience managing IT projects in a large complex environment
- A bachelor's degree or diploma in IT management, Business Management, Engineering, or Computer Science
- Experience facilitating large meetings and teams in virtual settings
- Experience with Visio or similar diagramming software
- Formal Project Management training or certification

Please see attached job posting/description for further details.

The SIS EOC will consider both external contracts and school board secondments to fill the position. If you are interested in this role, please provide the information requested below and email your response to Wayne Toms, Executive Director, ECNO at ed@ecnoconnect.org no later than **Friday, December 2, 2022 at 4:00 pm.**

For more information please contact:

[Wayne Toms](#)
Executive Director
ECNO

[Carolyn Glaser](#)
Chair
Strategic Management Committee
General Manager of ITS Thames Valley DSB

[Steve Camacho](#)
Chair
SIS Executive Oversight Committee
Exec Supt, Tech, Data & Strategic Transformation, Toronto Catholic DSB

ROLE RESPONSIBILITIES

Hours of Work: 35 hours per week (flexible scheduling)

Project Management and Coordination

- Provide overall Project Management for all Aspen SIS enhancement and improvements
- Coordinate and prepare materials for all committee meetings
- ensure committees and members complete assigned work and provide decision or input in timely manner to other layer of the governance structure.
- Work with committee members to resolve competing interest and requirements to ensure the Aspen SIS provide sufficient functionality to all school boards
- Work closely with Aspen SIS vendors to assign approved work from committees, review issues, clear roadblocks and provide overall support to ensure work is completed on time.
- Monitor and track vendor work plans, including milestones, phases, and tasks and upcoming planned changes
- Provide project status including risk management to SMC and EOC on regular basis
- Provide Administrative support to all Aspen Governance Committees and Subcommittee Meetings (Communities of Practice (COP), Ontario Aspen User Group (OAUG), Strategic Management Committee (SMC)). Work includes preparing and assisting with agendas, minutes, Aspen documentation resources and managing Aspen Teams area, and tracking tasks, priorities, SIS workflows and SIS Provincial directives

Business Analysis

- Review, interpret and translate Ministry compliance documentation (e.g., PPMs, directive memos) to ensure SIS functionality is in compliance
- Document requirements for reports, data analytics, application interfaces
- understand and document programming/data interfaces between Ontario SIS and external programs
- Monitor Aspen vendor for compliance with overall contract
- Direct support to the committees in analyzing issues and devising standards/ technical resolution to meet the needs of all Boards
- Gather requirements and work with others to coordinate and articulate workable solutions by understanding SIS functions, gathering information, evaluating output requirements and formats.
- Design and enhance business process diagrams and other related models.
- Liaise with vendor and contribute with other staff in identifying and recommending controls by identifying problems and improving written procedures.

Administrative Duties

- Prepare agendas, recording meeting minutes, initiating follow-up action, analyzing, and establishing priorities and timelines,
- conducting research, and developing reports, coordinating a variety of projects, organizing activities, processing a continuous volume of work at a high level of accuracy and precision, and keeping current professionally.
- Facilitate and initiate meetings and projects with minimal supervision, in conjunction with the day-to-day management of file structures (document management and retention).
- Other duties as assigned