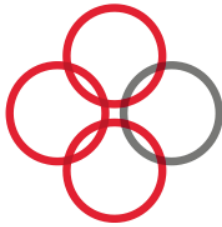


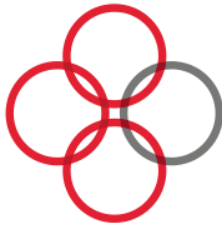
Job description: Data Coordinator

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

Job title	Data Coordinator	Department	IT
Start date	27 May 2018	Location	Dubai, UAE
Reports to	Head of IT	Position(s) supervised	-
Main Duties and Responsibilities	<p>General</p> <ul style="list-style-type: none"> To work in collaboration with school leaders to drive key organizational initiatives including but not limited to creating critical tools and systems to enable data-driven decision making; analyzing data to provide insights to improve student achievement, staff effectiveness, and overall organizational performance; and managing SISD's Student Information System (SIS) To manage the collection, integrity, and dissemination of data to various internal and external stakeholders To train SISD staff to input, access and utilize our SIS accurately To be responsible for and manage student data reporting for KHDA, IBO and other regulatory bodies <p>Students Achievement Data</p> <ul style="list-style-type: none"> To prepare student achievement and progress data in order to help academic leaders identify strengths and challenges within SISD To ensure these findings can be shared effectively at each assessment point To create tools and reports for school leadership and teachers that empower them to make data-driven decisions To support design and implementation of internal studies to analyze effectiveness of SISD's programs To identify leading indicators for school achievement metrics <p>Reporting and Student Information System Management</p> <ul style="list-style-type: none"> To execute all student information data reporting requirements To manage student information system (iSAMS) 		



	<ul style="list-style-type: none"> To design a process for auditing existing student information on a quarterly basis To create systems and processes to ensure seamless data information flow <p>Talent Data Preparation</p> <ul style="list-style-type: none"> To collaborate with Head of HR to analyze staff surveys and provide actionable insights to drive increases in staff satisfaction To prepare student achievement data in order for it to contribute to teacher professional development <p>Training and Support</p> <ul style="list-style-type: none"> Train and support to effectively and efficiently use the student information system Support the school leaders in being active consumers of data analyses and tools
Key Relationships	
Internal	<ul style="list-style-type: none"> School Education leadership teams, School Management, Teachers, Medical staff IT and iSams support team
External	<ul style="list-style-type: none"> Parents, school administrators
Position Requirements	
Education	<ul style="list-style-type: none"> Degree in Administration/Commerce
MUST HAVE SKILLS	<ul style="list-style-type: none"> Good oral and written English Confident and experienced ICT user and data administrator Strong interpersonal skills Excellent communicator
Experience	<ul style="list-style-type: none"> 2 years in data maintenance and administration Working with CRM, admissions system and/or student data management system Confident word and excel user iSams and OpenApply an asset
Additional Requirements	<ul style="list-style-type: none"> Conscientious and reliable personality Attention to detail and accuracy Team player High degree of self-initiative
Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.



SWISS
INTERNATIONAL
SCIENTIFIC SCHOOL
— D U B A I —

Contract	Unlimited on DHCC Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position• Current CV, not to exceed two pages• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 3 years. One should be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>