



Request for Expression of Interest for Secondment with the Ministry of Education

POSTING CLOSE DATE & TIME: Friday, Feb 8th at 5 PM PST

Submission Contact: Christine.Lervold@gov.bc.ca

TITLE	MyEducation BC – School District Liaison
BRANCH	Student Information Services
DIVISION	Services and Technology
LOCATION	Victoria, B.C.
TERM	12 months with option to extend
SALARY RANGE	Principal, Vice-Principal

Background Context

MyEducation BC is the enterprise student information service for the Pre-K-12 education system in British Columbia and Yukon that provides secure access to a single educational record for each student no matter where they learn in BC or Yukon. MyEducation BC includes features that help teachers, students and parents collaborate to plan a more personalized learning experience. MyEducation BC provides teachers with greater insight into the unique needs, interests and passions of students as they have instant access to a single record for each student, covering the history of their education to date. Students and their parents have online access to progress and achievement information. The service is provided through a third-party service provider.

The Ministry is seeking an experienced district educator/administrator to work as a School District Liaison supporting the ongoing operation and continuous improvement of MyEducation BC (MyEdBC).

Key responsibilities and Accountabilities

The Seconded will be a member of the Student Information Services Branch and will be responsible for:

Client Relationships

- Liaising between school districts, MyEdBC project teams (including service providers) and the Ministry of Education.
- Promoting district collaboration and facilitating district-based working groups, user groups and project teams.
- Providing support for governance bodies, including the Service Management Council (SMC), SMC Executive and various committees and working groups.

Communications

- Communicating proposed changes to school districts and independent schools and assisting them to understand the opportunities, impacts and challenges associated with the continuous improvement and implementation of new functionality within MyEdBC.
- Preparing and distributing business process documents and updates to the MyEdBC Standards Manual
- Assisting with communications planning and coordination.



Education Transformation and Service Development

- As required, providing input for the preparation of Ministry plans and policy documents.
- Consulting and collaborating with school district, independent school and Ministry staff regarding potential policy and business process changes and building consensus for proposed solutions.
- Working with the divisions and units within the Ministry of Education and school-based project teams to promote and ensure that MyEducation BC supports new curriculum and assessment models.
- Undertaking assigned development projects for implementation of new services and functionality

Ongoing Coordination and Management of MyEdBC

- Ensuring that business process standards and practices meet legislative and regulatory requirements.
- Supporting working groups and task forces established by the Ministry and/or Service Management Council.
- Assisting the service provider with the development of training and communication materials.
- Trouble-shooting, identification and resolution of school district issues.

Minimum Requirements

- Recent experience as a District educational leader
- K-12 experience with focus on 8-12 is an asset
- Strong technology background with experience using a wide variety of office productivity and collaboration tools
- In-depth and broad experience in the use and capabilities of MyEducation BC from a District and school-based perspective
- Experience facilitating and leading working groups and committees
- Strong organizational, communication and presentation skills

Location of the Opportunity

- Candidates will be required to work within Victoria and travel to various districts as required