



## Trafalgar Castle School

**TITLE:** Data Coordinator

**STATUS:** 6-month Contract

**DATE:** November 1, 2023

**Position Overview:** The Data Coordinator will play a pivotal role in supporting the data-driven decision-making processes at our esteemed private school. Reporting to the Head of School, the Data Coordinator will collaborate with various departments to gather, analyze, and present data insights that contribute to enhancing student learning outcomes, operational efficiency, and overall school performance.

Trafalgar Castle School is an all-girls' day and boarding school situated in Whitby, Ontario. Established in 1874, we've been around for a long time. While we may be small in size, we're big in heart and even bigger when it comes to bold ideas.

We're searching for someone who is compassionate, upholds high professional standards, and will exemplify our mission, vision and values alongside our Trafalgar team in our beautiful castle.

If you value being part of a vibrant school culture, you support and encourage those you work with, and you definitely like to share in a good laugh during the day, this role could be a perfect fit.

### **Key Responsibilities:**

#### **1. Data Collection and Management:**

- Collaborate with school departments to collect and compile relevant data from various sources, including recruitment, retention, alumni, public data sources (open source), etc
- Ensure data accuracy and integrity by performing routine quality checks and validation procedures using Raiser's Edge and Blackbaud.

#### **2. Data Analysis:**

- Assist in analyzing administrative data to identify trends, patterns, and correlations that can drive informed decision-making.
- Employ statistical techniques to extract meaningful insights and interpret data results effectively.

- Support the development of dashboards, reports, and visualizations for sharing data insights with stakeholders.
3. **Performance Tracking:**
- Monitor and track student recruitment etc.
  - Collaborate with teachers and counselors to provide data-driven insights for personalized student support.
4. **Report Generation:**
- Generate templates for regular and ad-hoc reports that provide key performance indicators and metrics to support administrative and educational decision-making.
  - Create visually appealing presentations of data insights for school leadership, faculty, and other stakeholders.
5. **Process Improvement:**
- Identify opportunities to streamline data collection and reporting processes, ensuring efficiency and accuracy in data management.
  - Contribute ideas to enhance the utilization of data for strategic planning and resource allocation by noting and explaining patterns and anomalies in the data which allows strategic choices to be made.
6. **Cross-Functional Collaboration:**
- Collaborate with various departments, including academic, admissions, finance, and operations, to understand their data needs and provide actionable insights.
7. **Professional Development:**
- Stay updated with industry trends, best practices, and advancements in data analysis techniques.
  - Participate in training sessions and workshops to enhance data analysis skills and proficiency with relevant tools.

**Required Skills and Attributes:**

- Post-secondary degree or diploma in Data Science, Statistics, Mathematics, Computer Science, or a related field
- Strong analytical skills and a passion for working with data to derive insights.
- Proficiency in data analysis tools such as Excel, Python, R, or similar.
- Familiarity with Blackbaud
- Familiarity with data visualization tools, such as Tableau, Power BI, or similar.
- Excellent communication skills, both written and verbal, for presenting data findings to non-technical audiences.
- Detail-oriented mindset with the ability to manage and organize large datasets.
- Demonstrated ability to work collaboratively in a team environment.
- Prior experience in an educational setting or knowledge of Canadian education systems is an asset.
- Excellent organizational skills and attention to detail

- Highest level of commitment to maintaining confidentiality of data

**What we offer:**

- Competitive compensation
- Free parking
- Working in a Castle on a beautiful campus with excellent facilities;
- Easy access to Whitby GO station and rides to the Station
- Really great colleagues who do fun things together
- A welcoming and vibrant school community

If you think you're the right person for the job, send a covering letter and resume by **November 13, 2023** to [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca).

**Trafalgar Castle School** thanks all interested candidates, however, only those selected for an interview will be contacted.

Trafalgar Castle School is committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca) so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: [www.trafalgarcastle.ca](http://www.trafalgarcastle.ca).