



EMPLOYMENT OPPORTUNITIES
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EMPLOYER

Data and Accountability Supervisor

(2-year term position (2026-2028) with possibility of extension)

Office of the Superintendent

Competition #26-414

Job Description

Position Summary

Reporting to the Director of System Improvement, the Data and Accountability Supervisor supports district data, reporting, accountability, and information-management processes. The position supports evidence-informed planning and performance monitoring; serves as the district contact for PowerSchool, School Messenger and clevr; and coordinates requirements under the Right to Information and Protection of Privacy Act (RTIPPA).

Key Responsibilities

Data, Reporting & Systems

- Coordinate the collection, analysis, validation, and reporting of student achievement and system performance data.
- Maintain reporting processes and data standards that support accurate and effective information use.
- Serve as the district contact for PowerSchool, School Messenger & clevr.
- Support district planning, accountability, and reporting requirements through data analysis and evidence gathering.

Privacy and Information Management

- Coordinate RTIPPA requests and related privacy and information-management processes under the direction of senior management.
- Support compliance with legislation, policy and district procedures related to information management and confidentiality. Provide guidance, resources, and support to schools and departments regarding data, information systems, and reporting requirements.

Collaboration & Coordination

- Maintain effective working relationships with schools, district teams, provincial partners, vendors and service providers.
- Participate in committees and working groups related to data, accountability, privacy, and information systems.
- Coordinate assigned projects, timelines, deliverables, and follow-up on behalf of senior leadership.

Knowledge, Skills and Abilities

- Demonstrated ability to analyze and communicate data effectively.
- Strong organizational, coordination, problem-solving, and project-management skills.
- Effective communication, relationship building, and client-service skills.
- Knowledge of, or demonstrated willingness and ability to learn, PowerSchool, clevr, information-management practices, and RTIPPA requirements.

The selected candidate for the above position will have:

- A valid New Brunswick Teacher's Certificate V or VI, and Master's Degree (Exceptional Learners preferred)
- A minimum number of five years successful teaching.
- Evidence of successful leadership
- Proven ability in providing quality education for students and improving student outcomes
- Effective communication skills
- Strong knowledge of educational assessment and student achievement data
- Demonstrated ability to collect, analyze, interpret, and communicate complex data.
- Strong problem-solving and analytical skills.
- Ability to build collaborative relationships and influence decision making through evidence.
- Excellent oral, written, and presentation skills.
- Ability to manage multiple projects and priorities simultaneously.
- Strong facilitation, coaching, and professional learning skills.
- Written and spoken competence in English

Salary: MNU Pay Band 7

Contract Start Date: Immediately

Closing Date: October 21, at 12:00pm (noon)

Apply To: All Applications must be submitted through Apply to Education Links can be found on ASD-N Human Resources for Apply to Education under each posting
<https://asdn.simplification.com/>

We would like to thank applicants in advance for their interest in these positions since only those chosen for an interview will be contacted. Visit our website at www.asd-n.nbed.nb.ca.

We are an Equal Opportunity Employer, and we promote a scent-reduced environment.