Toronto District School Board

No.: CUPE C-26-1028UE
POSTED: November 16, 2026
DEADLINE: 4:30 p.m. November 24, 2026

Educational Planning Assistant

1 – Permanent Position

Facility Services

CUPE Local 4400 Unit C – Grade M (12 Month)
$40.95 to $48.03

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Manager, Enrolment and Planning Services, the Educational Planning Assistant will assist the Planning Department in carrying out responsibilities for assigned Families of Schools.

Working cooperatively as a team with school based staff, SIS staff and other Planning staff, the Educational Planning Assistant will:

- *Manage the collection of actual enrolments, ensuring the accuracy and validity of enrolments, registers and student records for an assigned group of schools.*
- *Assist schools and external departments with the accurate completion and submission of OnSIS enrolment reports.*
- *Provide support and training to school staff on completion of reports and related policies and procedures regarding enrolment and attendance as outlined by the Ministry of Education.*

Summary of Duties:

- Manage school-based enrolments and registers and ensure that such records are accurate and conform to the Ministry requirements.
- Identify, investigate and resolve any enrolment discrepancies with school staff as required and respond to inquiries related to student information.
- Assist schools and external departments with the completion and submission of OnSIS enrolment reports.
- Generate internal reports and Ministry registers throughout the year in support of month-end enrolment collections and annual OnSIS reporting cycles for October, March and June.
- Train and guide principals and school based staff in the completion and submission of OnSIS reports.
- Provide support for the internal enrolment audit process and work with the internal audit team as required.
- Manage the collection of current room usage through the room use survey.
- Assist with developing and updating of training materials and presentations for staff.
- Participate in working groups and committees as required.
- Provide information in a timely manner to principals, superintendents, trustees, other TDSB administrators, Ministry of Education staff.
- Provide support to special projects as required.
- Other related duties as assigned.

Qualifications:

- University Degree with one to two years of related experience including experience in data collection and analysis with specific emphasis on actual enrolment, projected enrolment, or an equivalent combination of education and experience.
- Knowledge of Ministry Enrolment Register Instructions and school operational procedures regarding the management of attendance and student enrolment records and the enrolment register.

- Experience and understanding of corporate information systems (e.g., PowerSchool, SAP, OnSIS) and how they operate and interact.
- Familiarity with the Education Act.
- Ability to operate under tight timelines with high standards of performance.
- Strong analytical and problem-solving skills.
- Strong data management skills (e.g., collection and maintenance).
- Proficiency in computer applications (e.g., relational databases, spreadsheets, word processing and PowerSchool).
- Well-developed presentation and interpersonal skills, with the ability to work in a team environment.
- Excellent records management skills including filing and tracking.

Special Requirements:

- May be required to support operational requirements after hours during peak periods.

Location: 1 Civic Centre Court, Wheelchair Accessible

Shift: 8:00 a.m. – 4:00 p.m. *Subject to operational needs

Work Year: 12 Months, Hybrid Work Eligible

Hours: 35 hours per week

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: **ApplicationS@tdsb.on.ca**
2. With competition # **CUPE C-26-1028UE** in the subject line
3. Apply no later than 4:30 pm on **November 24, 2026.**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to Policy P103, Flexible Working Arrangements for more information.