

Corporate Application Specialist (Permanent Full-Time)

35 Hours/Week – 12 Months/Year

Hourly Rate of Pay: \$36.68 - \$38.38

Effective: Immediately

This position is being posted due to a vacancy

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Position Overview

The Corporate Application Specialist provides ongoing support and training of Administrative Staff of the Board related to corporate application systems. These corporate application systems include: Student Information System, Enterprise Resource Planning systems, and other applications and systems that are critical to the Board's operational function. Technical support includes troubleshooting problems, updating and maintaining application security, and installing updates. The Corporate Application Specialist is also responsible for assisting with the creation and modification of reports, knowledge items and training documentation. The Corporate Application Specialist will assist in standardizing our Board's business processes for school and corporate offices.

Summary of Duties and Responsibilities

- Liaise with the Ministry of Education and other boards to ensure that policies, procedures and data reporting for the Corporate Systems are implemented accurately.
- Evaluate documented resolutions and analyze trends for ways to prevent repeated future problems.
- Design and co-ordinate training and documentation for new operational software upgrades and applications.

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- Provide support for the testing of new and existing operational software applications under development or consideration for purchase.
- Field incoming incidents from end users through the ServiceDesk to resolve application and software issues related to all Operational Systems and related applications.
- Document all pertinent information in the ServiceDesk.
- Create and modify specialized reports using established Board reporting applications.
- Prioritize, schedule, and administer all instances where enhancements and defect resolution are required.
- Record, track, and document the problem-solving process, including all decisions made, and actions taken, through to final resolution.
- Communicate problems and issues to key stakeholders, including management, end users, and supervisors.
- Consult with vendors to test upgrades and bug-fixes and perform post-resolution follow-ups to ensure problems have been adequately resolved.
- Maintain and enhance performance of all Corporate Application Systems and related applications across the organization.
- Ensure student management processes and data are compliant with the Ministry of Education for ONSIS reporting.
- Ensure business processes and data are compliant with the Ministry of Education and/or regional internal auditors' requirements.
- Assist school staff with operational related functions such as new school year setup.
- Apply diagnostic utilities to aid in troubleshooting.
- Other duties as assigned.

Qualifications

- Post-secondary diploma in data science or related discipline, or formal training and at least 2 years of equivalent relevant experience
- Certification in SQL Query Language an asset
- Certification in Business Administration an asset
- Certification in Data Analytics an asset

Skills & Knowledge Required

- A minimum of 2 years of in-depth, hands-on knowledge of and experience with Student Information System, Enterprise Resource Planning System or related corporate application systems in the K-12 education environment.
- Experience with creating and using advanced Spreadsheet functions

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- Experience with reporting applications such as Power BI or Crystal Reports.
- Familiarity with applications supported by LDSB Information Technology Services
- Proven experience with troubleshooting principles, methodologies, and issue resolution techniques.
- Ability to develop and interpret technical documentation for training and end user procedures.
- Experience with developing and leading training activities for staff related to Corporate Application Systems.
- In-depth knowledge of Ministry requirements for reporting in elementary, secondary, special education and continuing education schools.
- Detailed understanding of Privacy and Security requirements for data held within the Board's corporate application systems.
- Good understanding of the organization's goals and objectives.
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion).

Personal Attributes

- Highly self-motivated and directed.
- Ability to absorb new ideas and concepts quickly.
- Excellent analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks, and to meet strict timelines and maintain confidentiality.
- Ability to conduct research into software applications, as well as technical application issues.
- Ability to present ideas in business-friendly and user-friendly language.
- Superior customer service orientation.
- Excellent written, oral, interpersonal, and presentational skills.
- Experience working in a team-oriented, collaborative environment.

Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

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We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca

How to apply

Interested applicants are asked to submit an application package that includes a **cover letter**, **resume** and **proof of qualifications/certification**. Please ensure you clearly outline how your skills, experience and education relate to this position.

Applications are due by **4:00 p.m. on Tuesday, August 11, 2026** to [ApplyToEducation](https://ApplyToEducation.on.ca).

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