



"Preparing for the Future, One Child at a Time"

EXEMPT STAFF

POSITION	DISTRICT DATA MANAGER
DESCRIPTION	<p>The School District of Monroe is seeking an individual to manage student and staff data through the Skyward Data Management System and other web based applications. This position requires a self-motivated and independent individual with strong Microsoft Office, Google, database and/or strong spreadsheet skills. Experience with student management programs such as Skyward, Infinite Campus, or Powerschool, as well as Frontline Absence Management and My Learning Plan is preferred. The ideal candidate will have strong communication and technical skills and previous experience providing training for staff is also a preferred skill.</p>
QUALIFICATIONS	<p>Applicant must be a high school graduate with relevant work experience. Candidates with associates, bachelors, or masters degrees may receive additional salary considerations.</p> <p>Applicants must possess the following skills:</p> <ul style="list-style-type: none">-Strong Microsoft Office & Google Suite for Education skills-Experience managing & maintaining databases & complex spreadsheets-Knowledge of Skyward Student Management System (or similar system) is preferred-Experience with state, federal, or regulatory reporting standards-Strong written & verbal communication skills-Experience with customer service or complaint resolution-Knowledge of the organization & structure of public schools is preferred but not required-Experience managing complex, web-based software applications for organizational use-Integrating data between various web-based software applications-Ability to work with complex data with accuracy & timeliness-Ability to organize & structure work around varied deadlines set by local, state, & federal regulations
CONTRACT	This is a full-time, year-round salaried exempt staff position
SUBMIT	Letter of interest Resume 3 current letters of reference-dated within the last three (3) years 3 references with contact numbers
TO	APPLICATION MATERIALS MUST SUBMITTED VIA WECAN. Rick Waski, District Administrator 925 16 th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7135 (phone) rickwaski@monroe.k12.wi.us
DEADLINE	Open until filled with possible start date of April 2, 2018 (or earlier)

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.