



Administrative applications for the following position are being accepted by the Office of Human Capital by midnight CST on Friday, April 10, 2015. **A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above).** *Caution: When attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.* Appointment is subject to a criminal background check, a drug/alcohol test and credential verification. Non MPS employees must submit official transcripts confirming degrees. No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #1002410** at <http://mps.milwaukee.k12.wi.us/en/Employment.htm> - Job Openings - *administrative positions* and follow the link.

## **Data Support Specialist**

**BASIC FUNCTION:** Serves as project manager for the data warehouse. Provides professional development and creates instructional guides on the use of the Data Warehouse and the Student Information System. Supports the Director in analyzing and reporting school and district data. Provides direct assistance to schools on best practices in use of the data from the data warehouse and the Student Information System. Collaborates with teachers, school level teams and district staff in the creation and interpretation of data.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Manages the planning, design, execution, and production of data warehouse and dashboard projects
- Facilitates regular meetings with the Technology team to review progress and plan for future development
- Serves as liaison to our data warehouse vendor for all projects
- Collaborates with the Technology department to validate data for accuracy
- Communicates Data Warehouse and dashboard news and developments
- Compiles, analyzes and reports data, using a number of data sources, for schools and the district
- Collaborates with district staff to identify and implement strategies for effective use of data to support district educational goals
- Develops and implements professional development and instructional guides on navigating the dashboard appropriately using data metrics to guide instructional decisions
- Works with district staff to ensure reports and dashboard metrics meet functional needs as they evolve; manages projects in which new data, reports, and/or metrics are developed
- Supports all staff in obtaining and using reports from diverse data sources
- Actively supports the MPS Strategic Plan
- Completes other duties as assigned

### **QUALIFICATIONS:**

- A bachelor's degree in Education or a related field (e.g., data analysis or research) is required
- A Director of Instruction License (5010) from the Wisconsin Department of Public Instruction is preferred
- Knowledge/understanding of the State of Wisconsin assessment and accountability provisions is required
- Knowledge of student data bases and reporting is required experience with SQL reporting preferred
- Five years of experience in an educational environment or two years of experience working with large data sets or research is preferred

The salary range is \$

**APPLY ONLINE FOR JOB OPENING #.** For further information call Pepper LaMothe, Talent Management – Office of Human Capital at (414) 475-8224 or email at [lamothepl@milwaukee.k12.wi.us](mailto:lamothepl@milwaukee.k12.wi.us).

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## **QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Resources. The identities of all “final candidates” may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates