



## School District of Milton

*Opportunity · Achievement  
Community*

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**Timothy J. Schigur**  
District Administrator

**Mary Ellen Van Valin**  
Director of Business Services

**Susan L. Probst**  
Director of Student Services

**Heather N. Slosarek**  
Director of Curriculum & Instruction

November 2, 2017

# VACANCY NOTICE

### **Job Description:**

Add your skills to one of the strongest K-12 technology departments in the state of Wisconsin! The School District of Milton has an opening for a **Data Support Specialist (Level 2)**. We offer a competitive salary, flexible schedule, professional growth, and the opportunity to make a difference. We support people, not devices and place an emphasis on opportunity, achievement, and community. Candidates should have strong organization and communication skills, be able to multitask and train other employees in all areas of technology as assigned.

The Data Support Specialist supports the School District of Milton Technology Department through the creating, monitoring, migrating of staff and student data, while observing proper security procedures. The Data Support Specialist will also provide “People first” customer service support (staff and student), end-user account creation, data management, testing support and incident documentation and curricular and instructional portal management. Additional duties will include daily technology support for the School District of Milton’s eight buildings, documentation of internal procedures, set up and deployment of new employees using standard hardware, images and software; install, test and configure new workstations and iOS devices, maintain inventory of all equipment and software.

The salary range for this position is between \$42,000 and \$50,000 and a competitive benefits package is also offered.

**Qualifications:** The employee should have previous experience working in a technology department with a proven ability to work with confidential data. Desired skill sets include, but are not limited to, knowledge or experience in the following areas: Student Information Systems (SIS), cloud based assessment and curriculum portals, Active Directory, File Transfer Protocol (FTP), Data Security, File Structure, Filmmaker, Microsoft Access, Microsoft Excel, SQL and report creation. The ability to work with large data sets and extrapolate conclusions is required.

Candidates must possess the ability to professionally support Milton’s 3,500 students and 680 staff members, monitor and respond quickly and effectively to requests received through the IT helpdesk, support the District’s mission and the Technology Department’s vision. Customer service and communication skills are a must. K-12 technology experience not required, but desired.

### **Certification:**

Required: Associate degree in Information Technology or equivalent or two (2) to ten (10) years related experience or training, or degree in a computer science related field, or a combination of training and experience, which provides the required knowledge, skills, and abilities acceptable by the Board of Education.

Preferred: Bachelor's degree in Information Technology or equivalent or four (4) to ten (10) years' related experience or training, or equivalent combination of education and experience.  
Degree in a computer science related field, or a combination of training and experience, which provides the required knowledge, skills, and abilities acceptable by the Board of Education.

**To Apply:**

Submit a cover letter, resume and three letters of recommendation via WECAN (**vacancy id#: 22318**).

**Application Deadline:**

Submit all materials via WECAN by *November 23, 2017*.

**District Description:**

The School District of Milton, in an active partnership with families and the community, will work to prepare our students for academic achievement and lifetime success - instilling in students the passion and drive to continue learning for a lifetime. Milton is a strong and growing school community with a committed staff that shares a passion for teaching and learning.

The School District of Milton does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, sexual orientation, religion, disability, veteran's status or national origin in its employment opportunities.