

In-house data review of team metrics.

Scoring and reporting student writing assessment results utilizing SPSS, MS Access, MS Word and Adobe Acrobat Professional. Import student assessment results into Infinite Campus.

Qualifications:

1. Education Level: Master’s Degree or equivalent
2. Certification or Licensure: Valid Nebraska teaching certificate.
3. Experience desired: Successful K-12 teaching experience.
4. Other requirements: Strong computer skills with the ability to learn new computer programs quickly. Demonstrated ability to work with a variety of people in varying settings. Strong communication skills, oral and written. Excellent team collaboration.

Qualifications:

1. Education Level: Minimum of Associates Degree. Preferred post-secondary education in computer field.
2. Certification or Licensure: None
3. Experience desired: Three or more years experience working with relational database management system. Experience in K-12 education environment and management of student and other school data. Experience in developing and managing technology based information systems and database administration. Experience with common operating systems and common Microsoft Office products.
4. Other requirements: Ability to work successfully and communicate with a wide variety of clients. Ability to communicate effectively with individuals in training setting. Commitment to ethical practices and ability to work on complex projects requiring accessing data from multiple datasets. Ability to extract and report data from various software packages, including the ability to interpret data and statistical analyses.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing		x	
2. Walking	x		
3. Sitting			x
4. Lifting <u>25</u> lb max.....	x		
5. Carrying <u>50</u> feet.....	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing.....	x		
8. Stooping / Kneeling / Crouching / Crawling.....	x		
9. Reaching / Handling.....		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color.....		x	

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Millard Public Schools

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