

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **DATA SPECIALIST TO THE ASSISTANT SUPERINTENDENT**

Job Order Number: 4081007

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$2384 monthly

Deadline: September 8, 2016 - until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position, may be accepted in lieu of the below.)

High school diploma or GED equivalency is required.

A minimum two (2) years experience with duties involving routine business communications, word processing, public relations, filing systems, records management, computers, computer applications, and experience with spreadsheets and databases.

PREREQUISITES FOR THE JOB

Experience with educational programs and services in a school setting.

Proficiency in using computer equipment and other business machines.

Considerable knowledge and skill in information systems management including developing and interpreting computer generated documents and files.

Maintain effective working relationship with MSD/DESE staff, other state and local agencies and the public.

Working knowledge, or ability to quickly learn, school web applications.

Must meet the required American Sign Language competency level of Novice.

Ability to set and follow priorities, effectively manage business time, successfully adjust to rapidly changing situations and to concurrently manage multiple tasks.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Assists and communicates with school staff with various aspects of the school records.

Provides support to Teachers, School Secretaries and School Supervisors on the use of various programs including MO Student Information Systems (MOSIS).

Reports teacher and student data in MOSIS and within Core Data.

Produces and interprets queries, statistical and other reports as needed by the Assistant Superintendent and other sections.

Maintains technical assistance resources for MSD staff.

Designs databases and spreadsheets for various data collection/analysis purposes and to facilitate the analysis and/or tracking of information.

Provides administrative support to the Assistant Superintendent.

Performs related work as assigned by the Assistant Superintendent.

APPLICATION PROCEDURE

Complete a DESE application online at <http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees; longer term State employees can earn more.

SICK LEAVE: Accrue 10 hours per month.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSEERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator-Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.