

## **JOB OPENING**

### **Technology/Data Specialist**

Starting Salary: \$19/hr.

Closing Date: Until Filled

Columbus Public Schools is looking for the right individual to maintain the district student data systems, software applications, and manage the online testing protocols for district and state testing requirements. Applicant must be proficient in data entry, maintain a high level of confidentiality, proficient in student data systems, installation of software programs, management data security for the district, manage and set up testing programs and protocols from the state, and perform basic trouble shooting skills related to software and computer hardware issues. Knowledge of computer networking, Internet, firewalls, data protection operations, software programs and computer hardware is not necessary but preferred.

#### **Academic Qualifications:**

Minimum of a high school diploma. Computer Science or computer related degree or experience preferred. Preference will be given to applicants with experience in the areas described.

#### **Supplementary Information:**

We provide excellent individual insurance along with vacation and sick leave accumulations as per state rates. Submit a letter of interest, resume, district application (available on district website), letter of references, and personal references who can be contacted for additional information. All successful applicants are subject to fingerprint and background checks.

#### **Apply to:**

Columbus Public Schools

C/O Jeff Bermes, Supt.

433 North 3rd Street

Columbus, MT 59019

School Phone: 406-322-5373

FAX: 406-322-5028

<http://www.columbus.k12.mt.us>