



**POSITION DESCRIPTION**

<b>JOB TITLE: Chief of Staff</b> Job Class: 0119		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC - Exempt		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Oversees the daily operations of the Office of the Superintendent. Plans, organizes and oversees the work of District staff except those specific areas reserved by the Superintendent; develops and implements short and long range strategies to ensure that goals and objectives of the school district are being achieved; ensures that activities of all offices are implemented in accordance with established policies, procedures and mandates and serves as the Superintendent’s liaison to the Board of School Directors.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides administrative coordination for the District’s overall operations and related support activities; provides leadership for implementation and monitoring of services; support assessment and tracking of progress towards goal achievement and plan implementation to accomplish District Strategic Plan.
2. Supervises assigned staff of the Office of the Superintendent; convenes District administrators and staff to discuss District operations, services and issues.
3. Develops and continuously enhances an integrated communications network within and between units, other divisions in the District and the community in order to support an effective work environment; communicates Board policies, objectives and service innovations to District staff and the general community; facilitates the dissemination of information about and the utilization of services provided by the District.
4. Makes recommendations concerning the implementation of goals and objectives as well as proposed Board policy; provides administrative oversight for the preparation and assures the completion of reports and interpretations of related data for District Administrators, staff and the public for effective decision-making.

5. Develops collaborative service delivery methods, teams and organizational structure in the context of increased effectiveness; encourages effective new practices and methods; assures coordination of divisional activities with other units and designated priorities; provides status reports on progress of priorities; contributes to school improvement efforts.
6. Advises the Superintendent and District administrators on regulations, policies and procedures; serves on committees; task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility.
7. Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
8. Facilitates and coordinates District operations to involve staff in providing support and participation in support of the District's mission.
9. Attends or participates in required District, Board and committee meetings and other activities deemed necessary by the Superintendent in order to accomplish the objectives of the position and for professional achievement; represents and acts on behalf of the Superintendent as directed.
10. Oversees, supports and provides leadership in the areas of employee recruitment, hiring, orientation and labor relations.
11. Oversees, supports and provides leadership in the areas of accountability and school improvement.
12. Reviews appropriate legislation to assure District compliance with applicable laws, regulations, guidelines and procedures and makes recommendations on changes which may result in more efficient and efficient operation of the District.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction provided by the Superintendent of Milwaukee Public Schools.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree from an accredited institution.

**Experience Requirements**

A minimum of ten years of professional administrative or supervisory experience in an urban educational setting, to include responsibility for coordinating activities and overseeing multiple academic and/or

operational units.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are necessary. Experience with strategic planning and business restructuring and the theories, techniques and methodologies related to managing operations of a complex urban organization are necessary. Incumbent should be able to utilize collaborative problem-solving methods. An understanding of the principles and practices of administration and supervision is required. Budget preparation and control is required. The ability to formulate school and district organization, operations, policies and objectives is essential, with the ability to ensure adherence to applicable laws, codes, regulations, policies and procedures. Must be able to work effectively with a diverse population. Computer skills to include MS Office software is required. Employee development and performance management skills are essential.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**