



POSITION DESCRIPTION

JOB TITLE: Director, Student Services Job Class 0355		
DATE:	DEPARTMENT OR SCHOOL:	DIVISION:
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)		

Major Duties & Responsibilities: 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. Develops and refines the philosophy, policies and operating procedures for the department in consonance with directives and guidelines from the Director of Leadership Services; disseminates same to subordinate personnel within the division, school administrators and others.
2. Reviews current practices and activities for operational effectiveness and makes or recommends changes where necessary.
3. Assesses value of future programs relative to school administrative practices in light of long range objectives and needs as defined by the Director of Leadership Services.
4. Administrators, both through staff and personally, the day to day operations and activities of the division on a K-12 basis, principal of which are administrative matters pertaining to the following;
 - Parent/student services and assistance
 - Pupil discipline
 - Preparation of budget and control of expenditures
 - Immunization campaign
 - Database maintenance
 - Student enrollment and school selection
 - Student attendance/dropouts
 - Coordination of the early enrollment process
5. Conducts the school selection process for the Milwaukee Public Schools and the Chapter 220/Open Enrollment Program. This includes the administering the overall functions of the Chapter 220/Open Enrollment Program, giving direction as needed to the coordinator and insuring that the program is operating within established guidelines.
6. Implementation of the district's student discipline plan which includes processing student expulsion cases for the district.

7. Conducts periodic staff meetings with the Division of Student Services staff and others to explain changes in policy or operating procedure; interprets and discusses developments that will or might affect school administration; and improves customer service.
8. Attends periodic staff meetings called by the Deputy Superintendent and represents the division's interests.
9. Maintains periodic contacts with community, civic and lay groups, municipal and state agencies and other interested groups and individuals to enhance understanding and communications with respect to the administration of Milwaukee Public Schools.
10. Meets with Central Services departments (i.e., Accounting, Budget, Human Resources, Facilities and Maintenance, etc.) to expedite requests, resolve problems that may develop between central service departments and the Division of Student Services and generally assures that adequate and timely service is provided.
11. Supervises and evaluates student assignment manager, program administrators, student service specialists, student service assistants and head secretary. Participates in the supervision and evaluation of student services coordinators and division secretaries.
12. Authorizes and screens students referred to the Milwaukee Area Technical College contract program.
13. Serves as a hearing officer for serious discipline problems.
14. Collaborates with Public Relations in developing printed materials related to school selection and discipline.
15. Performs a variety of related activities in support of the foregoing, typical of which are:
 - Conducting conferences with parents and lay persons regarding behavioral problems at the school.
 - Participating in district wide meetings.
 - Attending a variety of specialized committee meetings (i.e., truancy, student insurance, security, student fees, fund raising and others).
16. Coordinates special collaborative programs with other agencies related to area of responsibility.
17. Administers through staff, the student assignment program to ensure coordination with student assignments and transportation in order to obtain efficient and timely school and transportation assignments.
18. Plans and implements staff development activities that enhance staff ability to respond to customers in an efficient, accurate and timely manner and provides in service and leadership to embrace quality customer service philosophy throughout the division.
19. Actively supports the MPS Strategic Plan.
20. Completes other duties as assigned.

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

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.)

Master's degree
Department of Public Instruction License in Pupil Services (80)

Experience Requirements

Three years experience teaching experience in K-12 setting
Three years of K-12 school administrative experience
Customer service, total quality management or other related experience required.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

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.

Those associated with a general office environment.

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.