



**POSITION DESCRIPTION**

<b>JOB TITLE: Leadership Analyst</b> Job Class: <b>0358</b>		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Leadership Services	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>EEO Category:</b>
<b>POSITION SUMMARY:</b>		

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (\*) 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. Coordinate planning, formulate reports, and respond to requests initiated by the deputy superintendent(s) relative to day-to-day district operations and educational initiatives/school reform including the district's educational planning process, innovative schools process, and charter school application process.
2. Coordinate and facilitate development, planning and implementation of an enrollment projection and monitoring system (e.g. district and school enrollment projection charts; program expansions, reductions, and adjustments; and available seats offered in the Directions publication).
3. Provide information on procedural, administrative, technical and personnel issues in response to calls from school and district administrators.
4. Coordinate and facilitate development, planning, and implementation of staffing needs/budget forms, funding allocations, and other fiscal issues for use by schools and central services.
5. Function as a team member of the Department of Leadership services and the Office of the Deputy Superintendent to provide support for school administrators (e.g., participate in staff meetings, prepare planning documents, summarize decisions, complete department/office assignments, coordinate special projects, crisis intervention).
6. Prepare and oversee the distribution of the weekly MPS Administrators' Bulletin.
7. Coordinate the planning, implementation, and scheduling of the Principal Assessment Center in Collaboration with two principal co-directors.
8. Serve as a member or facilitator of various committees and perform duties associated with the committees' work including the School Budget Committee, Expulsion panels, MPS North Central Association Steering Committee, and Directions publication Committee.
9. Participate in executive level decision making discussions relative to collective bargaining issues and strategic planning.

10. Represent the deputy superintendent(s) at meetings.
11. Coordinate the planning and delivery of professional development activities.
12. Formulate and/or edit Board of School Directors items.
13. Actively supports the MPS Strategic Plan.
14. Perform other duties as assigned.

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

**SUPERVISION EXERCISED:**

Secretary

**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:**

Master's degree required and a State of Wisconsin administrative or supervisory license

**Experience Requirements:**

Three years of successful teaching experience in a K-12 school setting and minimum of five years successful K-12 school administrative/supervisory experience

**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.

**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.**

**APPROVALS:**

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Compensation Services Manager \_\_\_\_\_ Date \_\_\_\_\_

