



POSITION DESCRIPTION

JOB TITLE: Director, Department of Student Services Job Class: 0360	
DATE	Department of Student Services
BARGAINING UNIT: ASC - Cabinet	FLSA STATUS: Exempt Non exempt
Pay Schedule: Pay Range	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Plans, directs, controls and supervises the activities and personnel assigned both directly and/or through subordinate supervisors to support the operation of schools. Processes and maintains appropriate student records as provided by State Law and School Board Policies. Serves as the district custodian of student records. Maintains, update and monitors the Student Information system for the district. Develop and implement student discipline processes. Oversees the implantation and compliance of student related Administrative Policies.</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. Directs and supervises the major activities of the Department of Student Services, to include – administering the school selection process; pupil enrollment; maintaining student records; processing student discipline, maintaining, updating and monitoring student attendance, discipline and enrollment in the student information system.
2. Establishes policies and procedures which are consistent with State and Federal Laws, the directives of the Board of School Directors and the Superintendent and provides responsive and efficient service on behalf of the District.
3. Develops and prepares the annual department budget, allocates resources and implements adequate control of the approved budget.
4. Formulates and establishes practices that ensure effective communications with internal and external stakeholders.
5. Oversees the pupil enrollment process, both inter and intra.
6. Ensures that sound management and purchasing practices are adhered to and that the equipment, property, and funds under the control of the department are properly safeguarded.

7. Attends School Board, Board Committee, community and administrative staff meetings as required.
8. Provides staff development and training opportunities for department personnel.
9. Collaborates with community based organizations to complement and supplement the district's initiatives involving student services.
10. Keeps abreast of current management techniques and the current trends and developments in student services through attendance at conferences and seminars and reading current literature.
11. Manages personnel, to include work allocation, training and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
12. Continually analyzes district data in order to support all students to meet high standards of learning.
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.)

Receives general direction from the Chief School Administration Officer

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.

Totally responsible for all staff in the Department of Student Services

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 in an educational field and licensure as a Director of Pupil Services (# 80).

Experience Requirements

Five years of successful, tenured teaching experience and previous experience in administration, preferably in a large, urban district.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are necessary. Incumbent should be able to make data driven decisions to effect positive changes in the lives of students. An understanding of the principles and practices of administration and supervision is required. Budget preparation and control is required. An understanding of data/data bases and functions is required. Must be able to work effectively with a diverse population. Must be able to present to the school board and to external agencies. Computer skills to include MS Office software are required. Proven ability to work under pressure and to coordinate with all levels of District management. Excellent collaborative skills and the ability to engage in cross functional planning is required. Employee development and performance management skills are essential.

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.