



**POSITION DESCRIPTION**

<b>JOB TITLE: DIRECTOR – GUIDANCE/CAREER EDUCATION</b> Job Class: 0460		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Curriculum and Instruction	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Plan, organize, direct, and coordinate, personally and through subordinate supervisors, a variety of career education programs and the guidance and counseling services for the Milwaukee Public Schools.		

**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. Plan and implement procedures for adopting the state recommended developmental guidance model in Milwaukee Public middle and high schools within a three year period.
2. Organize, direct, supervise, and evaluate, personally and/or through subordinates, the activities of the employees of the department.
3. Develop and administer the department budget.
4. With the help of the Staff Development Academy, develop a yearly inservice program for counselors to keep them current concerning college enrollment information, financial aid, available jobs for high school graduates, and competency information.
5. Work closely with the Division of Human Resources and local universities to develop a plan that insures the school system has an adequate supply of trained counselors in the coming years. This supply should be no less than 50% minority.
6. Plan and administer the procedures for student enrollment in both the city-wide and the specialty schools.
7. With the help of the Research Department, revise graduate follow-up procedures with a goal of obtaining information from no less than 85% of the graduating class.
8. Work closely with the Research Department to plan and implement the city-wide standardized testing program and the competency testing program.

9. Revise and update the 3 year high school plans. Develop standard procedures to be used in all high schools to insure a 3 year plan for every 9<sup>th</sup> grade student.
10. Revise the high school course booklet and thereafter update it yearly.
11. Assist in the employment selection and the assignment of counselors.
12. Be administratively responsible for the Junior Reserve Officer Training programs (JROTC) operating within the school system.
13. Acquire a knowledge base and background in college financial aid in order to be a resource to high school counselors.
14. Plan and chair monthly meetings with the 15 high school guidance directors.
15. Participate regularly in UWM-MPS coordinating committee meetings.
16. Plan and direct the annual Minority College Fair.
17. Keep abreast of developments and changes in the fields of career education and guidance and counseling by reading pertinent literature and publications, attending professional society and association meetings, conferences, etc., and by discussing developments and problems of mutual interest with others in these fields.
18. Actively supports the MPS Strategic Plan.
19. Performs 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.)

**Experience Requirements**

**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.

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.**