



**POSITION DESCRIPTION**

<b>JOB TITLE: Manager, District and School Improvement</b> Job Class: 1045	
<b>DATE</b>	Office of the Superintendent  District and School Improvement
<b>BARGAINING UNIT:</b> ASC	<b>FLSA STATUS:</b> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Oversees, supports and ensures compliance with the Milwaukee Public Schools' District Improvement Plan and related corrective action requirements (CAR) and School Improvement Plans (SIP). Works to ensure specific goals are reached within specific timelines. Works closely with Office of Administrative Services, Office of the Chief Academic Officer and Family Services to implement the district's CAR and support compliance of SIPs.</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. Facilitates the district's response to and compliance with the Wisconsin Department of Public Instruction (DPI) mandated corrective action requirements for Milwaukee Public Schools (MPS) as a District Identified for Improvement.
2. Serves as the primary facilitator for the implementation of the elements of the district and School Improvement Plans applicable to MPS.
3. Oversees and coordinates the development of select School Improvement Grants (SIG) to ensure compliance with corrective action requirements and SIG required activities in selected schools.
4. Works closely with senior staff, district offices, the local school staffs and the Wisconsin DPI regarding implementation of corrective action requirements, school improvement plans and select school improvement grant activities.
5. Ensures alignment of School Improvement Plans to district priorities and District Improvement Plans.
6. Provides leadership to the regional support teams.
7. Understands assessment tools and utilizes them in support of grant initiatives.
8. Works with the Regional Executive Specialists and senior staff members to prioritize supervision and technical assistance to the district's schools, with priority given to schools identified as Focus schools or Priority schools by the State.

9. Directs 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.
10. Actively supports district priorities.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** Reports to the Chief Innovation Officer.

**SUPERVISION EXERCISED:**

**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.)

- Masters degree in Education or related field from an accredited college/university required.
- Valid Wisconsin Educational Administrative License (10, XX or XX) or ability to obtain **within 2 years**.
- **Should this be upon appointment??**

**Experience Requirements**

- Five (5) years of experience as a fully certified teacher, guidance counselor, social worker, psychologist or educational administrator.

**Competencies**

- **Decision Quality and Problem Solving:** Uses analysis, wisdom, experience, and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.
- **Organizational Skills:** marshals resources (people, funding, material, support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner
- **Interpersonal Skills:** builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; has a style that immediately puts others at ease

**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.**