



**POSITION DESCRIPTION**

<b>JOB TITLE: Director, Organizational Development</b> Job Class: 1350	
<b>DATE</b>	Office of the Superintendent
<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>	
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Facilitates, manages and coordinates administrative staff to translate the strategic vision of Milwaukee Public Schools (MPS) into action in accordance with Board policy and legal regulations. Serves as a change agent for the Superintendent, management team and staff. Enhances organizational performance through a focus on organizational design, alignment, accountability, culture shift, senior team effectiveness, collaboration and core process improvement. Oversees talent management strategies such as annual reviews, performance management, succession planning and employee development.</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. Possesses wide-ranging experience and advanced knowledge of principles, theories and practices in the following areas: organizational development, change management, leadership development, strategic and succession planning and adult learning.
2. Designs, develops and implements systematic and continuous quality management, organization and staff development training programs and supports the goal of delivering effective and efficient services to the district.
3. Responsible for researching, developing and implementing organizational structures to improve organizational performance through alignment of efforts and increased accountability systems.
4. Illustrates proficiency in team building, program development (i.e. needs assessment, instructional design) and organization effectiveness practices.
5. Develops coaching processes, mentoring programs, leadership interventions, management development programs and the leadership curriculum. Provides targeted development programs for high potential leaders within Milwaukee Public Schools (MPS).
6. Facilitates, manages and coordinates training opportunities in accordance with Board policy and legal regulations. Coordinates services related to organizational development for the district with the appropriate personnel.

7. Networks and works with local and national colleagues/experts in the area of organizational development to gather best practices for implementation in MPS.
8. Establishes relationships with business to learn about best practices in organizational development for use in MPS, as appropriate.
9. Conducts surveys and studies and prepares reports for management on the feasibility of long-term strategic plans relative to enhancing organizational performance.
10. Develops and implements collaborative efforts with senior staff.
11. Serves as a consultant to and performs administrative tasks for the Office of the Superintendent to include the provision of information, preparing reports with performance targets and benchmarks, and coordinating projects with other district offices.
12. Consults with senior management to formulate plans and direction for the overall strategic direction relative to organizational development.
13. Participates in the preparation of the budget for area.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

Direction only, outlines issues for supervisor and meets with supervisor as necessary.

**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.

Responsible for clerical staff and possibly 2 - 3 direct reports.

**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 bachelor's degree in organizational development, business management, education or related field; advanced degree preferred. ASTD certification is desired.

**Experience Requirements**

Position requires at least 5 years of successful experience working in the area of organizational development, executive coaching, performance management or related field. Public sector experience is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills and presentation skills are essential. Experience in organizational development is necessary. A proven track record in developing, implementing and facilitating successful organizational systems. The ability to write, create and review training programs. Flexibility and diplomacy are critical. Must be able to manage multiple initiatives. Extensive knowledge of national trends in the delivery of training to include technology and best practices. Demonstrated proficiency in work requiring the coordination of people and programs. Must be able to work effectively with a diverse population. Experience conducting and identifying training needs and designing and delivering training to meet the needs. Good working knowledge of applicable computer software.

**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. Some local travel is required.

**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.**