



POSITION DESCRIPTION

JOB TITLE: Director, Staffing Services Job Class: 1447		
DATE	DEPARTMENT OR SCHOOL Central Services	DIVISION Human Resources
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Serve as the focal point for organizing, administering and coordinating both directly and through subordinate staff district wide responsibilities for staffing schools, central services and community based centers with qualified staff consistent with Board policies, system needs and contractual obligations.</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. Serve as second in command within the Department of Human Resources in concert with the Executive Director assuming responsibility for units within the department.
2. Plan, organize and administer an overall district wide recruitment program for certificated personnel to ensure the hiring of highly qualified staff consistent with district's needs and affirmative action policies.
3. Coordinate with the Director of Leadership Services the filling of all school administrative vacancies either on a temporary or permanent basis.
4. Administer, coordinate and conduct screening and interviewing of candidates for administrative and supervisory positions consistent with the Board's comprehensive promotional policies.
5. Supervise and coordinate all functions relative to substitute teachers to ensure school needs are met and accountability is maintained.
6. Manage district wide certificated staffing activities within and without the system to meet and resolve anticipated future personnel issues.
7. Develop, implement and maintain a computerized system which will result in a more effective and efficient application process.
8. Meet and confer with representatives of employee organizations relative to problems associated with staff including hearing grievances, misconducts, and unsatisfactory evaluations.

9. Provide ongoing communication with Superintendent, cabinet members, departmental directors and other administrative staff relative to staffing needs and related matters.
10. Coordinate all office functions within the department to ensure office efficiency and effectiveness.
11. Work closely with the Superintendent and appropriate administrative staff, the selection and transfer of principals and assistant principals.
12. Assist in developing, monitoring and maintaining Teacher Needs reports for individual schools.
13. Oversee in-service activities for administrative staff regarding evaluations, misconducts and grievances.
14. Provide feedback to the Wisconsin Department of Public Instruction, institutions of higher education and other organizations regarding regulations, procedures, needs and other issues concerning the certificated staff needs of the district.
15. Serve on various committees that impact staffing and administrative policies to ensure decisions will positively affect the staffing process.
16. Act as hearing officer along with subordinate staff for all Step 2 grievances emanating from the school level.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

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

Supervision is provided by Executive Director of Human Resources

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.

General supervision of Personnel within the Staffing Units

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.