



POSITION DESCRIPTION

JOB TITLE: Executive Coordinator, Superintendent's Initiatives Job Class: 3001		
DATE	Office of the Superintendent Superintendent's Initiatives	
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> X_ Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range: \$	EEO Category:
POSITION SUMMARY: Coordinates mission critical projects on behalf of the Superintendent of Schools, Chief of Staff and Department Chiefs and Executive Directors in the overall leadership and management of the school district. Serves as the liaison between the Superintendent's initiatives, the senior administrative staff and the Board of School Directors. Oversees and coordinates special projects for the superintendent and the district.		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) 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. Develops and leads a streamlined process for the Superintendent's weekly review of Board items with the Chiefs. Writes and edits Board items and reports for the monthly meetings of the Board of School directors and its committees. Reviews, analyzes and provides direction to staff across all departments to ensure quality and consistency of information provided to the Board.
2. Develops structures to facilitate district initiatives, coordinates processes related to district action plans and serves as liaison between Superintendent and district departments in formulating the plans.
3. Incubates projects and initiatives within the office of the superintendent and oversees their movement to other district offices. Serves as the point person for special projects, such as Six Sigma and the GE Grant Administration.
4. Writes various district documents such as the superintendent's progress reports to the Board and general public, reports on superintendent's budget initiatives, etc.
5. Delegates responsibilities for projects and action items to district staff on behalf of the superintendent and monitors their completion.
6. Serves on the Superintendent's cabinet, contributes to agenda development for the Superintendent, provides updates, attends meetings and assists in the development of district policy recommendations.
7. Works with the respective chiefs to coordinate the continuum of work and develop timelines associated with major Board recommendations.
8. Writes communications from the superintendent to the Board of School Directors, including weekly information updates as well as detailed policy items submitted for approval by the Board and assists the superintendent in keeping the Board informed of sensitive, critical issues via personal calls to Board members and other means.

9. Serves as the liaison between the Office of Board Governance (OBG) and the Superintendent's Office to broker information for policy review and/or administrative action. Collaborates with the OBG to further refine the Electronic School Board process.
10. Develops responses to the Superintendent's correspondence from divergent constituents that require a range of skills and an in depth knowledge base. Develop speeches/remarks for the Superintendent as requested.
11. Oversees the development and execution of weekly publications to include the *Thursday Updates* and *Friday Update* for the Board members.
12. Attends monthly meetings of the Board of School Directors and its committees as required, and/or monitors the actions of the Board via radio to ensure proper development of items submitted to the Board and timely and appropriate follow up of Board actions.
13. Manages the overall operations of the Superintendent's Office, including performance management, budget development and oversight and human resources assistance. Assists with the process for annual executive performance evaluations and maintains the data associated with the Superintendent's yearly review.
14. Leads planning efforts, directs the coordination of and serves as the supervisor of school district special events and projects such as the monthly Board of School Directors Excellence in Education Award Program, staff retreats, seminars, annual student valedictorian/salutatorian recognition and other events as assigned.
15. Responds to requests from the public for information about MPS' schools, programs and district policies.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

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

Receives direction only from the Superintendent of schools.

SUPERVISION EXERCISED:

N/A – may coordinate the work of staff members assigned to specific projects.

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. State certification in structural pesticide application.

Education Requirements:

A Master's degree is required with a Wisconsin DPI license as an Administrator.

Experience Requirements:

Five years of teaching experience as a fully-licensed teacher in a large, urban district. Previous administrative experience is desired.

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. Must have an in-depth understanding of the strategic direction of the district and mobilize parties to that end. 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.