



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Chief School Administration Officer	Last Revised/Approved: 07/2019
Job Code: 0136	Reports To: Superintendent
Office: Office of Superintendent	Department: School Administration

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Coordinates and supervises the Office of Leadership Support and Accountability, the work of Regional Executive Specialists, and their teams in providing regional leadership and systems of accountability, supervision and support for K-12 principals and K-12 schools in MPS. Also coordinates the Office of District and School Improvement and the Office of School Safety and Security. Ensures career pathways for school leadership and administration. Organizes and coordinates the professional development of principals, teachers-in-charge and other school administrators. Provides leadership and supervision in the implementation of school and district activities and the implementation of administrative policies and procedures in schools on a daily basis. Works with all other Chiefs in the district to ensure efficient and effective daily operations of schools. Keeps the superintendent informed of major problems that develop, recommends and implements appropriate corrective action. Resolves complaints and handles requests for information directed to the office. Serves as a liaison between the district and the various community entities with whom Milwaukee Public Schools (MPS) is engaged.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Coordinates the Office of School Administration and the work of Regional Superintendents in providing regional leadership and systems of support, supervision and accountability regarding the implementation of district policies, procedures, initiatives and instructional practices in K-12 schools in the district.
- Oversees the Department of School Safety and Security and all aspects of safety and security operations through the district. Develops updated security procedures to meet the needs of the buildings and ensures grants allocations are appropriate.
- Oversees the Department of Student Services and ensures the implementation of the district's enrollment process and disciplinary procedures. Oversees the school selection process, pupil enrollment, maintenance of student records, student discipline, student attendance, discipline and enrollment student databases.
- Oversees the operations of the Department of Business Services including pupil transportation, duplicating and the mailroom services.
- Oversees the work of the Department of Black and Latino Male Achievement.
- Oversees the work of the department of Facilities and Maintenance, including the implementation of short and long-range plans related to construction, repair, operations and maintenance of equipment and buildings.
- Develops district-wide daily operational procedures. Directs, monitors and supports administrators (school leaders) and school staffs in the daily operation of Milwaukee Public Schools (MPS).
- Ensures career pathways for school leadership and administration. Facilitates professional development opportunities for principals, administrators and central office staff. Plans and implements the monthly principals' meetings, as well as other professional development opportunities for school leaders such as summer institutes, new principal orientation and induction, mentors, aspiring and emerging principals and assistant principals, in coordination with the Chiefs as deemed necessary.
- Interviews, selects and nominates future administrative candidates and appointees for school administrative assignments. Completes the process for the Milwaukee School Board of Directors.
- Prepares budgets for the Office of School Administration, and the departments of School Safety, Student Services, Black & Latino Males, Transportation/Business Services and Facilities & Maintenance. Documents budget variances. Provides leadership and advice to schools on the budgeting process. Reviews school budgets and aligns staffing needs with school budgets.
- Directs district-level and school administrators to meet all federal, state and local compliance issues surrounding special education, assessment mandates and other key areas.
- Addresses serious parental and community complaints via phone calls, letters and face-to-face meetings. Responds to requests from the superintendent and from Board members as directed.
- Attends conferences, seminars and in-services to maintain current knowledge of urban school districts and new legislation.
- Participates as a member of the district's leadership and strategic team and coordinates initiatives for the district with the other Chiefs.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Master's Degree in School Administration, Teaching and Learning or a similar area of expertise.
- Must maintain an administrator's license throughout tenure in position.

Experience Requirements:

- Seven or more years of successful experience as an administrator, or a building principal in a large, urban district.
- Experience in a central office leadership role is desired.

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Skill in organizing resources and establishing priorities.

- Experience and knowledge in working with diverse groups.
- Experience in supervising staff. Experience managing budgets.
- The ability to communicate effectively with Board members, administrators, teachers, students and members of the community.
- Must be able to work with a diverse group of individuals from across the city.
- Knowledge and understanding of the principles, methods and techniques of educational leadership development.
- Ability to gather data, compile information and prepare reports.
- Must have excellent planning and organizational skills and efficiency as a financial leader.
- Must be able to work well under pressure and handle many projects with varying deadlines.
- An understanding of the MPS Request for Proposal process, grant writing and grant implementation is desired.
- A strong working knowledge of computer applications to include MS Office software, the MPS Portal and numerous internal databases is required.
- Employee development and performance management skills are essential.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.