



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Deputy Superintendent - Academics</i>	<b>Last Revised/Approved:</b> <i>July 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Superintendent</i>
<b>Office:</b> <i>Office of Superintendent</i>	<b>Department:</b> <i>Academics/School Administration</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Serves, represents and exercises the authority of the District Superintendent in directing the implementation of Milwaukee Public Schools' (MPS) plans, policies, instructional programs, services and general operations. Oversees and coordinates the activities of District Administration and Senior Management for the effective and efficient operation of all campuses and academic offices, as well as the daily operations of the Milwaukee Public School District. Serves as the second-in-command of District functions for Academics and Administration after the Superintendent.

**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?*

- Maintains communication with the Superintendent that is timely, accurate and honest, identifying items that may lead to litigation or financial claims against MPS, issues, inefficiencies or problems. Establishes priorities, creates and implements solutions.

- Acts for the Superintendent at various meetings, conferences and functions, as assigned.
- Serves as primary contact for emergency situations (e.g. inclement weather, fire, vandalism) in the absence of or as directed by the Superintendent. Assists in the creation of plans designed to ensure the health and safety of students and staff.
- Promotes and assists in strategic planning efforts to include the establishment of annual organization goals and objectives. Supports the Superintendent's implementation of the goals and objectives.
- Serves as a member of the Senior Management Team and provides support and assistance to the other members of the team as needed. Conveys Senior Management Team decisions and actions to the staff, as appropriate. Assists in the evaluation of Senior Management.
- Delegates authority as appropriate and holds subordinates accountable for the functional expectations delineated for the positions they occupy.
- Represents MPS with a strong, positive image. Advances the MPS mission, objectives, programs and services to off-campus community groups, business and industry, agencies, individuals or other stakeholder groups as assigned. Responds to calls and correspondence regarding programs and services offered.
- Prepares policy recommendations as requested by the School Board or the Superintendent.
- Holds primary responsibility for the creation, oversight and, assessment of management services.
- Directs, supervises and coordinates all financial activities of MPS, including preparation of the annual budget.
- Provides Academic assistance and guidance to negotiations with the Milwaukee Teacher's Education Association (MTEA).
- Collaborates with the Superintendent and the Facilities Committee to facilitate, plan, develop and implement capital projects.
- Assists the Superintendent in the prudent management of the MPS resources in accordance with the MPS budget.
- Ensures the proper maintenance, storage, inventory, acquisition, distribution, use, protection and disposal of all educational material and equipment.
- Promotes appropriate in-service staff development for all assigned personnel, as appropriate to ensure the necessary expertise leading to the accomplishment of the MPS plan.
- Maintains membership in and participates in the affairs of professional societies devoted to effective management and administration. Participates in conferences, workshops and in-service meetings designed to provide professional skills and competencies related to this position.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a master's degree in an educational field, a doctorate is preferred.
- Position requires a Wisconsin Department of Public Instruction license #10 (Director of Instruction) or #51 (Principal). A superintendent's license is preferred.
- Driver's License (must have personal transportation available).

### ***Experience Requirements:***

- Minimum of ten years of administrative or management experience that includes planning; budgeting; personnel selection, supervision and evaluation; and program and curriculum development and assessment.
- Demonstrated fiscal management skills, including understanding of multi-fund budget and finance procedures/practices.
- Demonstrated experience in data base decision-making and the ability to collect and analyze data electronically.
- Considerable experience (no less than five years) as a school administrator in increasingly responsible positions.
- Experience with building successful partnerships with businesses, community agencies, K-12 schools and higher education.

## ***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.
- Excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning and decision-making processes.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- The ability to analyze data and communicate results to stakeholders is required.
- Must be able to anticipate and respond to the needs of stakeholders and manage their expectations within District parameters.
- Develops strategies and positively influences others to achieve the best overall results is necessary.
- A strong working knowledge of computer applications to include MS Office software and financial databases and software is required.
- Demonstrate knowledge and good judgment in matters of agency policy and procedures. Thorough knowledge and understanding of scope of authority and acting within said scope of authority.
- The ability to utilize proper discretion in dealing with confidential matters.
- Familiarity and knowledge of technology as it applies in an educational and business setting.
- Capacity and ability to adapt to changing priorities, unexpected circumstances, and sudden changes in work assignments.
- Knowledge of laws, regulations, and policies governing the use of and accountability of public funds.

## **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.*

*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.*

## **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.

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