



POSITION DESCRIPTION

JOB TITLE: Director, College and Career Readiness Job Class:	
DATE	Office of the Chief Academic Officer College and Career Readiness
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Coordinates all aspects of college and career readiness efforts across departments to increase graduation and post-secondary outcomes.	

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. Establishes policies and procedures aligning district efforts to increase graduation rates and post-secondary outcomes with national standards and benchmarks for college and career readiness.
2. Ensures clear communication of the district's vision and strategies for increasing college and career readiness for all students.
3. Provides direction for district initiatives to foster a college-going culture in all schools.
4. Coordinates district efforts to increase student and family awareness of and participation in pre-college opportunities.
5. Establishes collaboration and communication among district departments supporting increased opportunities for career readiness experiences.
6. Provides supervision and oversight to the Milwaukee Public Schools (MPS) centrally assigned guidance counselors as well as the Guidance Director. Ensures ongoing alignment between the department of school counseling and the department of curriculum and instruction.
7. Drives expanded opportunities for students through online learning.
8. Provides guidance in operating comprehensive safety net systems of prevention and intervention for students at risk for not graduating.
9. Collaborates with local, state and national organizations providing support for college and career readiness, representing the interests of MPS as the leading local provider of equitable pre-K12 education.

10. Provides support to district and school leaders in establishing action plans for increasing graduation rates and post-secondary outcomes.
11. Communicates as needed with Regional Executive teams on the effectiveness of schools in meeting national standards for college and career readiness.
12. Maintains oversight of all grant funded initiatives for college and career readiness (i.e. Gear Up Grants).
13. Supervises all staff at the College Access Centers (CAC) and ensures connectedness of the CACs to the district.
14. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
15. Keeps informed of developments and changes in the field of college and career readiness by reading pertinent literature and publications, attending professional conferences and by discussing developments and problems of mutual interest with others in the field.
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 from the Chief Academic Officer.

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.

Total supervision of 3 direct reports and 150 indirect 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.)

A master's degree from an accredited institution in an educational field. Administrative licensure granted by the Wisconsin Department of Public Instruction. On-line teaching certification is also desired.

Experience Requirements

A minimum of five years of fully-certified experience as a teacher. At least two years of administrative experience in a K12 environment is required.

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, eSIS, the MPS Data Warehouse and 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 and occasional travel to other MPS locations.
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.