



**POSITION DESCRIPTION**

<b>JOB TITLE: Director, Office of Staffing Services</b> Job Class:	
<b>DATE</b>	Office of Human Resources Staffing Services
<b>BARGAINING UNIT:</b> ASC - Exempt	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Manages and directs the staffing of schools and central services with qualified staff on a district-wide basis. Ensures compliance with Board policies, district needs, federal and state laws and contractual obligations. Responds effectively to problems associated with staffing. Serves a member of the strategic HR team to develop the strategy for talent management.</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. Directs and oversees the overall district-wide recruitment programs for Milwaukee Public Schools (MPS) to ensure the hiring of highly qualified staff consistent with the needs of a diverse, urban district.
2. Directs and coordinates the staffing of all teachers, school administrators and other administrative vacancies and addresses staffing issues for central office administrators and school staff. Meets and confers with representatives of collective bargaining units and district supervisors relative to certificated employee issues; including hearing grievances, misconducts and unsatisfactory evaluations.
3. Works with the Chief Human Resources Officer to develop processes to project long-ranged staffing needs for the district. Coordinates with staff members to identify and define excellence in teaching using a performance management tool and to develop additional recruitment and retention methods to maintain and increase the population of excellent educators.
4. Represents the district in the implementation of grant funded research projects designed to improve recruitment, induction and retention of quality teachers.
5. Administers, supervises and coordinates all functions relative to substitute teachers and other staff including the management of the contract with the third party substitute dispatching vendor to ensure district needs are met and accountability is maintained.
6. Works with the Superintendent, Chief Human Resources Officer and other senior administrative staff to create or modify district policies as appropriate.

7. Utilizes current technology and social media to develop and maintain strategic staffing metrics which evaluate the effectiveness of HR policies and programs and recommend best practices.
8. Works with appropriate district/school administrative staff on the selection and transfer of teachers, principals and assistant principals. Provides solutions to staffing issues consistent with applicable laws and regulations.
9. Works with other HR areas to ensure compliance with employee handbooks, benefits and insurance needs, federal and state laws, compensation policies and District and Board policies and procedures.
10. Meets and confers with the Wisconsin Department of Public Instruction (DPI) institutions of higher education, alternative certification programs and other organizations concerning applicable qualifications, regulations, procedures or problems associated with the certificated staff of the district. Provides direction to the alternative certification programs that have partnered with MPS. Ensures compliance with new laws and regulations involving licensing and certification.
11. Recruits and recommends for hire a diverse group of candidates. Establishes goals and priorities for staff and evaluates accomplishments of employees. Initiates disciplinary steps when necessary.
12. Represents the Office of Human Resources at required School Board meetings in the absence of the Chief Human Resources Officer.
13. Partners with senior management in the Office of Human Resources to address and formulate the strategic human capital and talent management within MPS.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

General supervision provided by the Chief Human Resources 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 responsibility for 2 direct and 10 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 in a related field and licensure in supervision (#10 or 51) from Wisconsin Department of Public Instruction.

**Experience Requirements**

Five to seven years of progressive experience in a Human Resources leadership role; preferred experience with an educational institution or a public sector entity.

**Knowledge, Skills, and Abilities**

Outstanding 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 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. Must be able to develop and communicate long range plans and schedule workflow. Experience with coaching and counseling and the ability to be creative in problem solving.

**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, occasional travel to other locations is required.

*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.**