



POSITION DESCRIPTION

JOB TITLE: Director, Research and Innovation Job Class:	
DATE	Chief Innovation Office Research and Development
BARGAINING UNIT:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range: \$	Management Approval:
POSITION SUMMARY and PURPOSE:	

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. Coordinates work of Research and Development for optimal performance and service to the schools. Plans, implements, directs and evaluates innovative programs that support student achievement and development.
2. Ensures schools receive support for effective data-driven decision-making. Assists with the preparation of data analysis, ad hoc requests for data, data retreats and School Improvement Plans.
3. Establishes direction and provides oversight for the district's evaluation and research programs and evaluation programs for the schools and central office.
4. Collaborates with central office departments to provide a range of support related to evaluation and research to teachers, principals, parents and other educational stakeholders.
5. Collaborates with central office departments, external agencies and IHEs to plan and conduct rigorous, independent program and policy research of various MPS programs. Advises stakeholders on complex problems and recommended solutions.
6. Oversees research, administers studies and evaluates survey results from multiple sources in order to obtain data critical to operations in the Office of Innovation.
7. Coordinates the work of the department to ensure timely and accurate submission of a variety of local, state and federally required reports.
8. Develops and administers the departmental budget and monitors expenditures.

9. 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.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

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

Direction provided by the Chief Innovation 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.

Oversees the work of ----

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.)

Position requires a Master's degree from an accredited institution in educational research or instructional leadership, a terminal degree is preferred.

Experience Requirements

At least seven years of experience in an educational or research setting is required, urban education experience is desired.

Knowledge, Skills, and Abilities

Effective oral, written and presentation skills are essential. 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, Hyperion, ESIS, other MPS databases and the MPS Portal is required. The ability to gather data, compile information and prepare detailed reports and recommendations is required. Knowledge of research and evaluation methodologies is required. Knowledge of the school improvement process is necessary. Knowledge of instructional programs, educational theory and best practices. Must be able to oversee numerous projects with varying deadlines to completion.

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.