



**POSITION DESCRIPTION**

<b>JOB TITLE: Equity Analyst II</b>	
Job Class:	
<b>DATE</b>	Office of Innovation
<b>Pay Range: \$</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Coordinates equity and access to District programs and improves options for students post-graduation. Plans and organizes the educational and community partnership activities to allow for access for all students. Recommends instructional best practices paying particular attention to minority and gender achievement gaps.</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. Researches, plans, implements and evaluates district-wide initiatives related to equity and student achievement.
2. Supports the planning, implementation and evaluation of district-wide cultural proficiency training. Collaborates and implements relevant professional development with district departments and staff.
3. Collaborates with district departments to provide leadership and guidance in the development and implementation of all district initiatives related to academic core instruction and teaching effectiveness, to include:
  - Curriculum and instruction
  - assessment
  - Response to Intervention (RtI)
  - Culturally and Linguistically Responsive Practices (CLRP)
  - Positive Behavioral Intervention Supports (PBIS)
  - Danielson Framework for Teaching **AND**
  - cultural proficiency implementation plan.
4. Leads collaborative efforts with departments and schools to advance equity and cultural proficiency initiatives.
5. Researches best practices and local, state and federal government policies related to educational equity and cultural proficiency issues. Communicates findings to stakeholders and the Milwaukee Board of School Directors as necessary.

6. Collaboratively plans and implements relevant professional development in conjunction with the Office of Organizational Development.
7. Seeks out and actively collaborates with university and college faculty, staff and research programs, governmental agencies and community organizations focused on policies and teaching strategies that close the achievement gap in efforts to implement proven strategies in Milwaukee Public Schools.
8. Pursues appropriate grant opportunities.
9. Plans, implements and evaluates district-wide initiatives to close the achievement gap for the diverse student population in the academic core.
10. Develops a comprehensive communication plan regarding the achievement of the diverse student population and progress on the MPS cultural proficiency implementation plan.
11. Collaborates regularly with the Chief of Innovation Officer to monitor, analyze and publicly report on student achievement data concerning the district's diverse student population.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

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

Reports to the \_\_\_\_\_

**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.

N/A

**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 bachelor's degree in Education, Human Services, Sociology, Psychology, Community or Urban Development or a related field.

**Experience Requirements**

Previous experience providing support services to children, adolescents and families.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. The ability to coordinate activities with internal and external parties. The ability to apply good diagnostic and evaluative skills is necessary. An understanding of the Milwaukee community and the Milwaukee Public Schools student population is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary.

**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.**