



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Analyst I, Equity Recruitment</i>	<b>Last Revised/Approved:</b> <i>12/2017</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Sr. Director, Talent Management</i>
<b>Office:</b> <i>Office of Human Resources</i>	<b>Department:</b> <i>Talent Management</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:**

Coordinates the equity recruitment of staff and provides access to District employment. Plans and organizes the community partnership activities to allow increased diversity in MPS recruitment. Recommends best practices for diversity recruitment. Coordinates the EEOC/Affirmative Action reporting for the Office of Human Resources.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**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?*

- Researches, plans, implements and evaluates district-wide initiatives related to equity and student achievement.
- Supports the planning, implementation and evaluation of district-wide cultural proficiency training. Collaborates and implements relevant professional development with district departments and staff.
- 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.

- Leads collaborative efforts with departments and schools to advance equity and cultural proficiency initiatives.
- 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.
- Collaboratively plans and implements relevant professional development in conjunction with the Office of Organizational Development.
- 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.
- Pursues appropriate grant opportunities.
- Plans, implements and evaluates district-wide initiatives to close the achievement gap for the diverse student population in the academic core.
- Develops a comprehensive communication plan regarding the achievement of the diverse student population and progress on the MPS cultural proficiency implementation plan.
- 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.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

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

- A bachelor's degree from a nationally-accredited university is required. A master's degree is preferred with an emphasis on Psychology, Non-Profit Administration, Education or a similar field.
- Additional course work in Afro –American and/or Latino studies is desired.
- Driver's License (must have personal transportation available).

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

- Three (3) years of experience supervising staff, planning, and managing programs.

### ***Knowledge, Skills and Abilities:***

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Must be able to develop policies for the good of the MPS community.
- Strong consultative skills are necessary.
- Experience in the implementation and use of technology and automated systems for streamlining business processes is required.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing employees and budgets is required.
- Must be able to compile relevant data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Must be able to identify resources.

## **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.*

### **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 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.