



POSITION DESCRIPTION

JOB TITLE: Manager – Performance Management	
Job Class:	
DATE	Chief of Staff Performance Management
Pay Schedule:	Pay Range:
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: Creates, coordinates and implements district-wide efforts to ensure that performance management (PM) and quality improvement (QI) programs are aligned to budget and become the driving force to increase student achievement, family and community engagement and effective and efficient operations. Creates the district's Performance Goals and corresponding action plan to implement the goals district-wide. Develops and manages programs using a data-driven focus that sets priorities for improvements with close alignment between budget and ongoing strategic initiatives.	

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. Manages the implementation and effectiveness of the district's Performance Management and Improvement System.
2. Ensures performance management and improvement process leads to a positive and measurable impact on Milwaukee Public Schools and the students it serves.
3. Coordinates reform efforts and implementation of the MPS Strategic Plans.
4. Researches and recommends appropriate district-wide performance and quality training and ensures alignment with strategic initiatives.
5. Helps to increase the performance management and quality improvement capacity of the district in order to ensure the district goals of increased student achievement, family and community engagement and efficient and effective operations are met.
6. Establishes a continuous performance and quality improvement effort and monitoring and reporting system.
7. Prepares a district accountability report aligned to the MPS Strategic Plan and budget.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED:

General supervision provided by the Chief of Staff.

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.)

Bachelor's Degree in Business Management is required; an Advanced Education Degree + / or a MBA is preferred.

Experience Requirements

Five or more years of experience leading performance improvement efforts in a large organization; public sector experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are necessary. Familiarity with the K-12 model is required. Demonstrated leadership capability is necessary. Well-versed in the field of Performance Management and expertise in the area of budget development. Practical experience in the field of Performance Management. Strong command of technology, including database management, data collection and analysis. Must be prepared to develop effective goals aligned to the mission, vision and strategic areas of the district. Coordinates the efforts of senior staff and other district leadership relative to performance management. Must have the ability to communicate effectively to a variety of audiences. Professional development experience is desired. Non-certificated

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.