



Job Information

Job Title: Manager I, MPSU Programming	Last Revised/Approved: 10/02/2020
Job Code: 0706	Reports To: Sr. Director, Organizational Development
Office: Academics	Department: MPSU

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Implements and manages of all aspects of the district's teacher and administrator training for staff including responsibilities for the planning, developing, scheduling and logistics of university partnerships and Milwaukee Public Schools University (MPSU).

Core Competencies:

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

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

- Oversees the development and implementation of MPSU and university partnerships.
- Oversees the design, development, implementation and evaluation of programs established to increase performance of personnel and that leads to teaching and administrative licensure and certification.
- Works collaboratively with district offices and departments to define priorities for talent/performance development and to ensure that subject-matter experts assist in the design and delivery of high-quality instruction aligned to district initiatives and priorities.

- Supervises MPSU staff assigned to the division and adjunct faculty. Recruits and secures for hire a diverse group of candidates to act as instructors for both university and in-house programming. Establishes goals and priorities for staff and evaluates accomplishments of employees. Initiates disciplinary steps as necessary.
- Demonstrates high level customer service in supporting the needs of students, faculty and district staff.
- Responsible for the planning and logistic tasks required to deliver high quality courses to district staff at training locations and the learning center and oversees learning center facilities.
- Counsels students and prospective students in respects to admissions, career counseling, student services, referrals and registration.
- Professional teaching or training experience in the online, classroom and webinar modalities.
- Markets department services and offerings.
- Manages course sections and schedules, registers student and keeps student master schedules and records and monitors and reports on student academic performance (SAP). Acts as the SIS manager.
- Oversees the application process into MPSU and university programs.
- Oversees courses in the online, classroom and blended modalities; may do classroom observations as needed including courses from university partners.
- Maintains records, data and required documentation for any and all accreditation requirements for University partners and/or DPI as related to courses/programs offered at MPS including testing and licensure outcomes.
- Manages and tracks all partnership agreements, MOU's, clinical/practicum affiliation agreements and RFPs with University Partners. Initiates and reviews new MOU agreements and partnerships with universities.
- Responsible for university partnership team meetings.
- Responsible for district payroll functions, accounts payable and receivables related to university programs, tuition and textbooks.
- Tracks payroll for adjunct faculty.
- Maintains excellent working relationships with staff and all levels of district management and staff.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A Master's Degree in education, business, school administration or a related field from an accredited institution.

Experience Requirements:

- Four to six years of successful experience providing training/education in a large entity or public-sector organization.

- Experience in teaching, academic program administration and/or faculty management for a regionally accredited university system is desired.
- Familiarity with accreditation and DPI/HLC policy and protocols.
- Previous experience supervising, supporting, monitoring, leading, organizing and promoting training personnel, training budgets and programs is desired.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements.
- Skill at organizing resources and establishing priorities.
- Ability to supervise staff and manage budgets.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.

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/classroom environment.

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

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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.