



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Manager I, Student Discipline</i>	Last Revised/Approved: <i>02/19/2018</i>
Job Code:	Reports To: <i>Sr. Director, Student Services</i>
Office: <i>Office of School Administration</i>	Department: <i>Student Discipline</i>

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

Position Summary/Purpose:

Ensures that the implementation of the District's policies concerning discipline are fair and equitable. Addresses complaints from parents, guardians, students and others regarding the implementation of the District's disciplinary policies.

Core Competencies:

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

Management Competencies:

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

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?*

- Ensures that all school staff employ a range of corrective measures before referring a student to disciplinary authorities unless it can be documented that the safety of students and/or staff is threatened or the behavior in question is such that the disruption to the educational environment can only be remedied by such a referral.
- Assesses staffing levels of guidance counselors, social workers, school safety officers and other mental health workers to determine if there is sufficient availability at each school. Develops a plan to effectively

tailor school-based services that are supportive of the needs of students in order to decrease behavioral difficulties that manifest in school and to increase students' ability to benefit from the learning environment.

- Coordinates the establishment of student committees at the District's middle schools and high schools to discuss matters concerning the equitable treatment of students in the implementation of the District's discipline policies.
- Establishes a working group at each District school consisting of school personnel, including teachers, administrators and other school staff who are involved in making discipline referrals and imposing disciplinary sanctions, parents of school students and community leaders.
- Develops and provides informational programs for parents or guardians of students at all District schools (parent programs) that will explain the disciplinary policies of the District in an easily understood manner and what is expected of students under those policies as well as the District's efforts to ensure the equitable discipline of students..
- Ensures the standards for disciplinary referrals eliminate redundancies and include clear definitions, categories and clear procedures for staff to follow when making referrals.
- Collects data of school discipline and analyzes it to ensure consistency and proportionality. If disproportionality exists, considers steps to follow to eliminate it.
- Develops best practices for discipline for all schools to follow.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a master's degree in an educational field and an administrative license (#80, 51 or 10) from Wisconsin DPI or the ability to obtain license within two years.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Five years of fully-licensed teaching experience and previous experience in a leadership role is required.
- Experience as an administrator is desired.

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Strong consultative and training skills are necessary.
- Experience in the implementation and use of technology and automated systems 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.

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.

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.