



Administration Building
 5225 West Vliet Street
 Milwaukee, WI 53201-2181
 P. O. Box 2181
 Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Manager II, School Counseling	Last Revised/Approved: February 2018
Job Code:	Reports To: Director, College & Career Readiness
Office: Chief Academic Office	Department: College & Career Readiness

Compensation Information	
Pay Grade: Range:	Civil Service: No Probation period: <i>N</i> Length: <i>N/A</i>
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Coordinates school counseling activities and monitors effective implementation of the Milwaukee Public Schools Comprehensive School Counseling Plan and Academic and Career Planning. Develops district reports, plans and leads regular department meetings to communicate curriculum, shares ideas and evaluates all school counselors. Oversees transcript evaluation and ensures that all students in the district receive counseling services to promote graduation.

Core Competencies:

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

Management Competencies:

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

Essential Functions:

- Guides K-12 school counselors in the implementation of the MPS Comprehensive School Counseling Plan.
- Plans and provides professional development opportunities for school counselors and other district staff.
- Communicates and supports the use of district policies and procedures related to student promotion, in particular, the MPS high school graduation requirements, collaborating with other district staff to refine policies and procedures as needed.
- Prepares and submits district and state progress reports on school counseling activities.
- Develops and implements counseling and parts of the GE Essential Skills (soft skills) curriculum.
- Coordinates with the Office of Human Resources to ensure all students have access to a licensed school counselor.
- Increases scholarship opportunities for students by providing supportive processes for counselors and for scholarship providers.
- Represent the Milwaukee Board of School Directors and support schools in coordinating the mandated **Early College Credit Program**.

- Reviews and evaluates transcripts of former and current students.
- Attends and conducts meeting with community partners to support student access to postsecondary opportunities.
- Work with Institutes of Higher Education (IHE) to support and identify placement of school counseling practicum students.
- Supervises the work of the district Scholarship Coordinator, Academic and Career Planning Coordinator and Planning Assistant.
- Reviews all scholarships and application criteria.
- Supports the implementation of the district Academic and Career Planning services.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Master's degree in educational psychology, school counseling or related field is required.

Experience Requirements:

- Five years of experience as a fully-licensed school counselor is required.
- Urban district experience is highly desired.
- Two years of supervisory experience required.
- Wisconsin state certification as a School Counselor is required, license 7054.
- A Director of Instruction license (5010) or ability to obtain within two years is required:
 - NOTE: Applicants that do not currently hold this license or have not completed a certification program awarding this license, may still qualify for the position if they enroll in and complete a certification program awarding the #5010 Director of Instruction within 2 years. Until you complete the certification program, the District will request the license on your behalf upon appointment to the position for a maximum of two years.

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.
- Incumbent should possess strong instructional leadership and curriculum development skills.
- Proficiency with MS Office, Outlook and general office equipment.
- Must be able to develop long-term and short-range goals.
- The ability to apply good diagnostic and evaluative skills 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.
- Must be organized and have outstanding analytical skills.
- The ability to prepare grant applications and to identify funding sources is desired.
- Ability to solve practical problems and deal with stress. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have a belief that all children can learn, regardless of their background.

Working Environment:

- General office environment, with regular time spent among the students in the classroom and in the hallways.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Physical Demands:

Occasional driving between locations may be required. Must maintain visibility with the school staff and students. While performing the duties of this job, the employee is required to stand and walk for periods of time and distances. The employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to operate a personal computer. The employee must be able to move freely throughout the property. Occasionally required to climb or balance; and stoop, kneel, crouch, and crawl. Able to lift up to 20lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.