



POSITION DESCRIPTION

JOB TITLE: Professional Development Registrar Job Class:1705	
DATE	Office of the Chief Academic Officer Professional Development
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Plans, organizes and manages all activities related to the Professional Development Assistant and PeopleSoft software. Trains school-based and department administrators on the professional development tracking systems. Coordinates with local agencies and colleges to ensure courses offered for MPS are logged correctly in MPS systems. Supports the planning of system-wide banking days for teachers and staff. Serves as coordinator between the Chief Academic Office and the Department of Technology.	

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. Prepares the monthly budget analysis report, including statistical data.
2. Provides on-going training through workshops and seminars to selected employees on the use of professional development (PD) systems; PeopleSoft and Professional Development Assistant (PDA).
3. Develops, implements and maintains tracking mechanisms to ensure all professional development courses are recorded by locations within the registration system database.
4. Develops and maintains relationships with the district's local college partners to ensure Milwaukee Public Schools (MPS) acquires the necessary information for professional development classes, seminars and workshops conducted on behalf of MPS.
5. Collaborates with technical staff to ensure the operational readiness of the Professional Development Assistant and the PeopleSoft Professional Development modules.
6. Prepares quarterly and ad hoc reports of district-wide PD activities, the quality of the programs and the appropriate funding sources.
7. Plans, organizes and provides PD to support the Professional Development and the Curriculum and Instruction departments. Provides support across content areas. Makes suggestions for program improvement.

8. Works as a member of the PD team leading initiatives as determined by supervisor and provides support to 6,000+ employees to assist with understanding and using the Professional Development Assistant.
9. Serves as a liaison between Technology and Curriculum and Instruction.
10. Works closely with the PI-34 coordinator to ensure the information required by the Department of Public Instruction for compliance purposes is submitted in a timely manner. Maintains accurate records.
11. Acquires and maintains knowledge relative to federal and state K12 PD reporting requirements.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the supervisor.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

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.)

Position requires a bachelor's degree in education, computer science or a related field; a master's degree is preferred.

Experience Requirements

Three years of experience coordinating projects and auditing reports in a high volume environment and providing workshops and seminars on an entity-wide basis. Public sector experience is desired.

Knowledge, Skills, and Abilities

Position requires strong written and verbal communication skills and strong training skills. Incumbent must be tactful and diplomatic with good negotiation skills. Strong analytical and organizational skills and sound judgment are required, as is good decision-making ability. Project management skills are essential and the incumbent should be able to take initiative and manage multiple projects in an efficient manner. Experience in the use of technology is required with PC experience and knowledge of MS Office and presentation software. Knowledge of PeopleSoft is desired.

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.