



MILWAUKEE PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

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

POSITION DESCRIPTION

JOB TITLE: Project Administrator (Grants)	
Job Class:	
DATE	Office of the Superintendent Grant Administration
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Principal on Special Assignment Pay Range: Varies	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Coordinates the GE Foundation’s Developing Futures™ In Education grant to boost achievement in math and science and to prepare students for success in technology and for global competition. Coordinates the grant implementation in collaboration with the Grant Administrator, the MPS Teacher Leader, the GE Program Manager, Central Administration staff, teachers and staff throughout the District. Maintains the focus of the GE Foundation’s Developing Futures™ In Education Program is on the six components. Oversees the grant alignment with other initiatives as part of the MPS educational plan.</p>	

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. Provides leadership and coordination of the GE Foundation’s Developing Futures™ In Education grant and works collaboratively and professionally to initiate and sustain the work of the grant.
2. Serves as a liaison among Central Administration and the GE Foundation to facilitate work toward building a collaborative culture.
3. Works as a leader with the Grant Administrator, the MPS Teacher Leader, the GE Program Manager and all other program partners on all aspects of the GE Foundation Developing Futures™ In Education Grant.
4. Represents the MPS Administration at GE Foundation meetings or conferences. Serves as a member on all committees established to accomplish the objectives of the GE Foundation’s Developing Futures™ In Education grant; creates the agendas for the committee meetings.
5. Directs, develops and implements a communications plan to keep school and district staff informed and involved in grant activities.
6. Coordinates efforts to develop a cohesive plan that links the six components of the grant together.
7. Develops relationships with community members, businesses, organizations, agencies and groups to support learning and student success.

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8. Monitors all grants, contracts and agreements in place locally that relate to the GE Foundation Developing Futures™ In Education Grant.
9. Identifies and shares best practices across the school district and with other GE Foundation Developing Futures™ In Education sites.
10. Actively communicates with the Superintendent's Office, the Chiefs of staff and other administrators and shares technical, budgetary and program details with stakeholders.
11. Attends Board and committee meetings, prepares presentations and makes recommendations pertaining to grant implementation.
12. Manages the grant budget.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

General direction provided by the Superintendent or the designee.

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.

Oversees the components of the grant and has oversight of other staff members.

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 Master's degree in educational leadership or a related field and administrative certification (#10 or #51 license) from the Wisconsin Department of Public Instruction.

Experience Requirements

Position requires at least 5 years of fully-licensed and tenured teaching experience, preferably in a secondary environment with a math and/or science focus. Five or more years of previous experience as an MPS Administrator is required.

Knowledge, Skills, and Abilities

Excellent oral, written and interpersonal and communication skills are required. Incumbent must be willing to take the responsibilities as a MPS Administration Leader with a focus on positive change. Experience in managing and implementing new programs, collecting data and monitoring results is critical. Must be willing to lead and facilitate district and school teams. Incumbent must have a commitment to building and supporting a collaborative culture and be highly respected among leaders and peers as a passionate change agent. Must be able to identify issues and impediments and effectively articulate them to stakeholders. Budgetary and supervisory experience is necessary. PC skills to include MS Office products is required.

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. Must be willing to travel and work extended hours.

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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.