



**MILWAUKEE  
PUBLIC SCHOOLS**

Office of Leadership Support and Accountability  
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## **MPS Regional Director of School Support**

**Job Description:** The MPS Regional Director of School Support will serve as a contributing team member of the MPS Regional System of Support and Accountability. He/she will support, monitor, coordinate, supervise and oversee regional MPS K-12 schools for effective school operations and improved results including but not limited to: school finances, school safety, staff evaluation, student enrollment, transportation, facility issues, school climate, leadership development, and parent and community relations.

**Reports to:** Regional Executive Specialist  
**Position Level:** 14 A  
**Status:** ASC Exempt

### **Responsibilities:**

- Support, supervise and provide feedback to principals/school leaders on all phases of the school's operations
- Monitor school budgets
- Provide fiscal management guidance to principals/school leaders
- Oversee day-to-day school safety and promote effective school climate
- Provide support and engender resources to schools in emergency situations
- Supervise and provide guidance to principals/school leaders regarding the teacher and staff evaluation processes
- Serve as a hearing officer in employee misconduct processes
- Provide leadership training to assistant principals
- Monitor data including student enrollment, staff and student attendance, suspensions, curriculum benchmarks, standardized test results
- Handle transportation concerns
- Ensure school compliance with operational timelines and requirements
- Address constituent complaints and build community relationships
- Monitor school compliance with federal and state regulations and requirements
- Perform other responsibilities as assigned by the Regional Executive Specialist

### **Requirements:**

- Earned Master's Degree
- Wisconsin Principal's license (51)
- Five years of successful experience as a school principal
- Demonstrates an excellent understanding of school operations
- Demonstrates excellent organizational skills
- Demonstrates excellent oral and written communication skills
- Exhibits enthusiasm and the interpersonal skills to relate to principals, staff, students and community members