



## OFFICE OF HUMAN CAPITAL

Job Information	
<b>Job Title:</b> <i>Regional Superintendent</i>	<b>Last Revised/Approved:</b>
<b>Job Code:</b> 0354	<b>Person Approving/Title:</b>
<b>Office:</b> <i>Office of School Administration</i>	<b>Frequency of Evaluation:</b> <i>Typically every 12 months</i>
<b>Reports To:</b> <i>Chief of School Administration</i>	<b>Department:</b>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>Full-time</i>

### **Position Summary/Purpose:**

Milwaukee Public Schools (MPS) seeks a dynamic leader who is student-focused, data-driven, expects continuous improvement, is a driving force for change and can achieve results in the schools. The Regional Executive Specialist is an MPS regional administrator who directs, monitors, motivates, supports, evaluates and holds school level leaders and self, accountable for a strong, safe, effective and efficient educational program in the assigned region. The Regional Executive Specialist also leads the work of the Regional Leadership Team in its service and support to schools and staff.

### **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
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### **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?

1. Provides strategic and operational leadership to school principals and school leaders. Serves as liaison between principals, the Superintendent and Chief School Administration Officer.
2. Works with principals to resolve school-based concerns and problems; assists principals and teachers in striving for maximum student achievement.
3. Ensures alignment of instructional resources with system's priorities and strategic plan.
4. Assists principals with decision making and problem solving; plans and develops programs to be implemented across schools; assists in the implementation of district initiatives; monitors the results of programs implemented; develops policies, standards and a vision for assigned schools.
5. Formulates plans and implements mentoring and professional growth and development for assigned principals; develops and implements differentiated professional growth plans that include current, evidence-based practices and reviews and assesses the effectiveness and efficiency of professional development plans.
6. Participates in budget decisions at the regional level; oversees expenditures for assigned schools.
7. Develops strategies and supports and equips principals to be innovative instructional leaders for their facilities.
8. Guides principals to provide learning environments that enable every student to achieve.
9. Provides leadership as a member of the collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the Core Curriculum.
10. Communicates with principals, parents and the community about District priorities, school performance and student achievement.
11. Supports district's strategy for school turnaround, school improvement and instruction and supports for students.
12. Ensures the deployment of resources and intervention approaches to appropriately and effectively address challenges.
13. Ensures the implementation of strategies to meet the District's performance targets and continuous improvement plans.
14. Works with fellow regional staff members to create a system that uses data to establish a culture of data-based decision making; build capacity to use data collaboratively, continuously and effectively in order to improve teaching and learning.
15. Monitors school progress through feedback from students, teachers, principals, the Milwaukee Board of School Directors, business leaders, consultants and parents.
16. Conducts on-site observation of assigned schools in the system; provides feedback, support and suggestions to principals; conducts and documents formal evaluation of principals.
17. Ensures that school staffs are accountable for high quality teaching and learning and measurable gains in student achievement while following state and federal mandates and guidelines.
18. Interviews and nominates future administrative candidates and appointees for administrative assignments.
19. Actively supports the MPS Strategic Plan and District Improvement Plans.
20. Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Master's Degree in education with an emphasis in Administrative Leadership
- Wisconsin Department of Public Instruction Superintendent's License (03) at the time of appointment
  - 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 #51 Principal License 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.

### ***Experience Requirements:***

- Five (5) years of professional education experience as a tenured, licensed teacher in a K-12 setting AND five (5) years of successful school administrative/supervisory experience in an urban K-12 setting.

### ***Knowledge, Skills and Abilities:***

Effective oral and written communication and presentation skills are essential. Incumbents must have demonstrated experience in leadership excellence. The ability to collect, analyze, interpret and act on data. Must be able and willing to collaborate with others. Computer skills are required with comfort using MS Office software and

specified MPS databases. Must have a commitment to increase the academic achievement and improve outcomes for all students in MPS. Understands the use of professional standards, systems of support, professional development and accountability. Employee development and performance management skills are essential. An understanding of the current MPS priorities is necessary, to include, but not limited to student academic achievement, school improvement, curriculum and instruction, safe learning environments and leadership practices.

### **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 environment with extensive, daily travel throughout Milwaukee.

### **Physical Demands:**

- Will be required to work extended hours and attend meetings after the regular work day.

### **Equal Opportunity (Standard Language)**

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 Capital.