



POSITION DESCRIPTION

JOB TITLE: Regional Superintendent – High School Region		
Job Class:		
DATE	Office of School Administration	
	Regional Superintendent	
Pay Schedule:	Pay Range:	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
		Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)		
Performs a variety of supervisory and administrative tasks in directing the operation of the high schools in the Milwaukee Public Schools. Exhibits knowledge and skills in effective leadership, strategic planning, change leadership and management. Implements the district’s mission in the region, and improves academic achievement.		

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 strategic and operational leadership to high school principals and school leaders. Serves as liaison between principals and the Superintendent and Chief Academic 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 high 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 support and equip 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. Work with fellow cabinet members and staff 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. Actively supports the MPS Strategic Plan.
19. Performs other duties as assigned.

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

Direction provided by the Superintendent and the Chief School Administration Officer.

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.

Total supervision for all assigned school staffs and assigned regional team.

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 and a Wisconsin Department of Public Instruction license #5051 (Principal)

Must also have or be in pursuit of a 5003. (Superintendents license)

Experience Requirements

Position requires at least five years of successful teaching experience and an *additional* five years of supervisory experience in a large, metropolitan district.

Knowledge, Skills, and Abilities

Position requires effective oral and written communication and presentation skills. Skill at organizing resources and establishing priorities. Experience supervising and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. Must be able to work well under pressure and handle many projects with varying deadlines. A strong working knowledge of computer applications to include MS Office software, the MPS Portal and numerous internal databases is required. Experience in implementing and coordinating educational programs at the school and district level. Employee development and performance management skills are essential.

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.