



**POSITION DESCRIPTION**

<b>JOB TITLE: School Support Specialist</b> Job Class: 1040	
<b>DATE</b>	Office of Administration  School Support
<b>BARGAINING UNIT:</b> ASC-Exempt	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b>  Provides administrative support to the teacher-led schools.	

**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 administrative support to the teacher-led schools.
2. Serves as the teacher evaluator at teacher-led schools.
3. Assists with conducting employee investigations at the teacher-led schools.
4. Provides administrative support to high schools on an as needed basis.
5. Provides administrative support to schools in emergency situations, as requested.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

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

Receives general supervision from the Chief Administrative 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.

Coordinates staff at teacher-led schools as necessary.

**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.)

A master's degree in an educational field is required. Incumbent must have and maintain a Wisconsin principal's license, #51.

**Experience Requirements**

Position requires five years of teaching experience and previous administrative experience.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are necessary. Excellent understanding of teaching and learning is required. Good organizational skills and the ability to manage projects are required. Must be able to work with diverse groups and exhibit enthusiasm and the interpersonal skills to relate to principals, staff, students and community members.

**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.**