



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>School Improvement</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>Director I, Student Performance</i>
Office: <i>Office of Academics</i>	Department: <i>Student Performance</i>

Compensation Information	
Pay Grade:	Pay Range: \$
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Oversees, supports and ensures compliance with the Milwaukee Public Schools' District Improvement Plan and School Improvement Plans (SIP). Works to ensure specific goals are reached within specific timelines. Works closely with Office of Academics, Leadership and Innovation & Information service.

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

Essential Functions/ Core Competencies:

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?*

- Facilitates the district's response to and compliance with the Wisconsin Department of Public Instruction (DPI) regarding the district and school improvement process.

- Serves as the primary facilitator for the implementation of the elements of the District and School Improvement Plans applicable to MPS.
- Works closely with senior staff, district offices, the local school staffs and the Wisconsin DPI Reports to the Director of Student Performance and Improvement and works closely with district departments, the local school staffs and the Wisconsin DPI regarding implementation of district improvement plans and school improvement plans.
- Ensures alignment of School Improvement Plans to district priorities and District Improvement Plans.
- Provides leadership to the regional and zone support teams.
- Understands assessment tools and utilizes them in support improvement planning of grant initiatives.
- Supports Transformational Coaching with the Office of Academics and Innovation.
- Facilitates the writing of Standard Operating Procedures, implementation and training for Instructional Rounds and Walk-throughs.
- Actively supports the MPS Strategic Plan
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Master's degree in Education or related field from an accredited college/university required. Valid Wisconsin Educational Administrative License (10 or 51)

Experience Requirements:

- Five (5) years of experience as a fully certified principal, teacher, guidance counselor, social worker, psychologist or educational administrator.

Knowledge, Skills and Abilities:

- *Effective oral and written communication and presentation skills are required.*
- *Skill at organizing resources and establishing priorities.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *Accuracy and clarity are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*
- *The ability to gather data, compile information and prepare reports 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.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

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.

Equal Opportunity:

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.