



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Specialist II, IT Project Management</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>Supervisor??</i>
Office: <i>Office of Innovation and Information</i>	Department: Information Technology

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

Position Summary/Purpose:

Manages Information Technology projects against strategic, operational and financial plans. Directs support for major IT projects and develops and implements project management standards. Coordinates project-related metrics,

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

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?*

- Coordinates, plans and facilitates regional implementation of systems to promote a positive climate and culture in the buildings and to encourage attendance by the staff and students.
- Consults with stakeholders and staff to obtain information about the school climate, culture and attendance data and provides information on school policies and programs to improve the status quo.
- Facilitates short-term and long-term planning in school culture and climate and aligns the planning to the strategic plan.
- Works with stakeholders (staff, parents, families and students) to address climate, culture and attendance issues, especially focusing on families who are disconnected from the schools by maintaining contact and developing student awareness of educational responsibilities.
- Monitors climate, culture and attendance data, maintaining a variety of records such as reports, activities, activity participation, goal setting and progress towards the goals.
- Participates in leading workshops and meetings with regional community teams as necessary.

- Facilitates and instructs behavior and social-skill groups to cover resiliency building, empathy, anger management, decision making and other skills related to the climate, culture and attendance data within assigned region.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in a social services field is required, a master's degree is preferred

Experience Requirements:

- Proficient in Microsoft Office programs is required
- Experience working with databases, dashboards and customer satisfaction surveys is desired
- Must be able to work with a diverse population of stakeholders
- Must have effective oral and written communication and presentation skills
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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
- The ability to gather data, compile information and prepare reports is required
- Must be able to identify and utilize resources available within the community
- Knowledge of state and federal laws surrounding attendance 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
- Travel throughout region
- 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.

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