



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Sr. Director, Student Services	Last Revised/Approved: 02/2016
Job Code:	Reports To: Chief School Administration Officer
Office: Office of School Administration	Department: Student Services

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Plans, directs, controls and supervises the activities and personnel assigned both directly and/or through subordinate supervisors to support the operation of schools. Processes and maintains appropriate student records as provided by State Law and School Board Policies. Serves as the district custodian of student records. Maintains, update and monitors the Student Information system for the district. Develop and implement student discipline processes. Oversees the implantation and compliance of student related Administrative Policies.

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:

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?

- Directs and supervises the major activities of the Department of Student Services, to include - administering the school selection process; pupil enrollment; maintaining student records; processing student discipline, maintaining, updating and monitoring student attendance, discipline and enrollment in the student information system.

- Establishes policies and procedures which are consistent with State and Federal Laws, the directives of the Board of School Directors and the Superintendent and provides responsive and efficient service on behalf of the District.
- Develops and prepares the annual department budget, allocates resources and implements adequate control of the approved budget.
- Formulates and establishes practices that ensure effective communications with internal and external stakeholders.
- Oversees the pupil enrollment process, both internal and external.
- Ensures that sound management and purchasing practices are adhered to and that the equipment, property, and funds under the control of the department are properly safeguarded.
- Attends School Board, Board Committee, community and administrative staff meetings as required.
- Provides staff development and training opportunities for department personnel.
- Collaborates with community based organizations to complement and supplement the district's initiatives involving student services.
- Keeps abreast of current management techniques and the current trends and developments in student services through attendance at conferences and seminars and reading current literature.
- Manages personnel, to include work allocation, training and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
- Continually analyzes district data in order to support all students to meet high standards of learning.
- Actively supports the MPS Five Pillars of Success.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a Master's degree in an educational field.
- Licensure as a Director of Pupil Services (# 80).

Experience Requirements:

- Five years of successful, tenured teaching experience is required
- Previous experience in administration, preferably in a large, urban district is required.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are necessary.
- Incumbent should be able to make data driven decisions to effect positive changes in the lives of students.
- An understanding of the principles and practices of administration and supervision is required.
- Budget preparation and control is required.
- An understanding of data/data bases and functions is required.
- Must be able to work effectively with a diverse population.
- Must be able to present to the school board and to external agencies.
- Computer skills to include MS Office software are required.
- Proven ability to work under pressure and to coordinate with all levels of District management.
- Excellent collaborative skills and the ability to engage in cross functional planning is required.
- 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.

- 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
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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 Resources.