



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Supervisor II, Contracted Schools	Last Revised/Approved: <i>March 2019</i>
Job Code:	Reports To: <i>Chief Communications & School Performance Officer</i>
Office: <i>Office of Chief Communications & School Performance</i>	Department: <i>Contracted Schools</i>

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

Position Summary/Purpose:

Serves as a liaison between Milwaukee Public Schools and the varied contracted schools with which the district contracts. The position represents, communicates and implements school district initiatives, contracts and policies concerning contracted schools, as well as, supports the schools in the implementation of their educational program and compliance issues.

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.

1. Acts as a liaison between district offices and contracted schools. Provides support for and monitors contracted schools.
2. Provides technical advice and assistance to resolve problems or needs and analyzes data to determine solutions.
3. Facilitates monthly meetings with contracted school leaders. Confers with contracted school directors to help assess need for additional in-service education or professional development needs.
4. Serves on each contracted educational plan review team. Visits contracted schools to monitor guidelines and procedures. Monitors and reviews Performance Criteria Data with regards to the requirements of the contract. Facilitates the contract review process for contracted schools.
5. Works with the Office of Communications & School Performance, school leaders, district offices and the city attorney to create a model contract that is updated and relevant for the various types of contracted schools that MPS oversees.
6. Reviews all compliance items for accuracy and thoroughness. Reviews all audits for findings and resolutions. Provides written communications to schools about actions needed as a result of audit findings and provides support in rectifying the findings.
7. Collaborates with community agencies to provide information regarding opportunities available for students attending contracted schools.
8. ***Works closely with schools and other departments to train for and create At Risk Report. Submits the At Risk Report to DPI annually.***
9. Coordinates GED Option 2 program by working with coordinators to ensure schools align program with DPI requirements. Coordinates application and selection process for Project Direct Graduation (PDG) program.

10. Works closely with schools and the finance department to make contractual payments in an effective manner. Works with finance to review financial reports to ensure that schools are fiscally responsible. Monitors Title II funds and contracts. Works closely with finance and schools to ensure processes are followed for GED Option 2 and PDG budgets.
11. ***Works with schools and Employment Relations to ensure MOUs are submitted and align to schools' descriptions of GEDO2 and PDG programs.***
12. Actively supports the MPS Five Pillars of Success.
13. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A Master's degree is required.
- A Wisconsin DPI license as a Director of Instruction (#10) or the ability to obtain certification within two years of appointment.

Experience Requirements:

- Must have 5 or more years of teaching experience

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Knowledge of coaching and mentoring techniques.
- 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.
- A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required.
- An understanding of MPS contracts and the Contracted School process is desired.

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 with basic standing, walking and typing required.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

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.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.