



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Superintendent's Special Assistant	Last Revised/Approved: <i>January 2019</i>
Job Code: 0324	Reports To: Superintendent
Office: Superintendent's Office	Department:

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

Position Summary/Purpose:

Plans, coordinates, implements, and evaluates activities for the Superintendent's education agenda. Works closely with the Superintendent to support day-to-day operations performing a variety of administrative, clerical and managerial tasks.

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. Completes a wide variety of administrative tasks for the Superintendent to include: organizing and managing an extremely active calendar of appointments, completing necessary expense reports, composing and preparing confidential correspondence, arranging detailed travel plans, itineraries and agendas, and compiling documents for meetings.
2. Plans, coordinates and ensures the Superintendent's schedule is followed and respected. Works closely and effectively with the Superintendent to keep well-informed of upcoming commitments and responsibilities and follows up as necessary.
3. Assists with special projects and research, composes documents and communications on behalf of the Superintendent.
4. Coordinates conference calls, calendars as needed, organizes and attends meetings, ensuring the Superintendent is well prepared.
5. Attends meetings with the Superintendent to take notes or dictation at meetings or to provide general assistance during presentations as directed.
6. Disseminates educational research, best practices and strategies with senior staff and their teams. Supports the sharing and dissemination of MPS best practices and accomplishments with community stakeholders.
7. Develops proposals for and assists in fundraising for educational initiatives identified by the Superintendent and senior staff.
8. Assists with the preparation of meeting logistics and ensures all the proper information and documents have been shared with the necessary parties.
9. Supports the sharing and dissemination of MPS best practices and accomplishments with community stakeholders.

10. Prepares documents, briefing papers, reports and/or presentations at the request of the Superintendent and senior staff with minimal direction.
11. Actively supports the MPS Strategic Plan.
12. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree, a master's degree is preferred

Experience Requirements:

- One to three years of previous experience in a high-volume, intense environment is required.
- Previous education or public sector experience would be helpful.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are essential.
- Strong analytical and organizational skills. Accuracy with numbers, dates and spelling are critical.
- Must be able to prioritize tasks.
- Incumbent should have strong problem solving abilities and customer service skills.
- A demonstrated ability to work well with a diverse population: external customers, departmental staff, other central office departments and school staff is required.
- Computer skills to include proficiency with MS Office software and databases 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.

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- 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.

- General office environment with travel around Milwaukee and occasionally out of town.

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.