

**MILWAUKEE BOARD OF SCHOOL DIRECTORS  
BOARD STAFF ASSISTANT, OFFICE OF BOARD GOVERNANCE**

**Application Deadline:** \_\_\_\_\_

The Board Staff Assistant position is exempt from City Service as well as bargaining unit representation and serves at the will of the Milwaukee Board of School Directors. The salary range is with excellent benefits.

**Application Process:**

To apply for this position you must complete the [attached application](#) and return it with a current resume and transcript(s) before the deadline to the Milwaukee Public Schools, Recruitment and Staffing (Classified), Room 128, Central Services, 5225 West Vliet Street, Milwaukee Wisconsin (mailing address: P.O. Box 2181, Milwaukee, WI 53201-2181). Incomplete or late applications will not be considered. We reserve the right to call only the most qualified candidates to interview. If you have questions regarding the position or the application process, please call Kimberly LaMouthe, Manager of the Recruitment and Staffing (Classified) at 475-8218.

**Nature of Work:**

The Board Staff Assistant position resides in the Office of Board Governance (OBG) and is responsible to the Constituent Ombudsperson/Board Information Officer. Under the direction of the Board Information Officer, the Board Staff Assistant is primarily responsible for: providing support to Board Committees and to individual Board members, as assigned; assisting office staff in ensuring the District meets all legal requirements for the maintenance, security, destruction, confidentiality, access and release of public records for Milwaukee Public Schools (MPS); assisting office staff with providing technical advice and support to resolve concerns related to the implementation of charter school programs; and conducting independent research, and helping coordinate the performance management review processes for District programs and initiatives. The Board Staff Assistant is a confidential position.

**Major Duties and Responsibilities:**

- Provides support to individual Board members and OBG in the areas of research, correspondence, responding to complaints, etc.
- Assist in facilitating communications between and informing the Board, the Office of Board Governance, City Attorney, District offices, schools and community stakeholders.
- Staffs committees of the Board, as well as any special or subcommittees reporting to it.
- Assists in conducting policy analysis, and compiles research and background information for items to be considered by the Board or one of its Committees.
- Analyzes and reports on administrative actions which affect Board Rules, District policies, procedures and operations.
- Researches and drafts resolutions for Board members, as assigned.
- Assists with Open Records requests and drafting of requests for City Attorney opinions.
- Assists with the processing of charter school petitions and proposals and the scheduling of reviews and public hearings in accordance with policy, procedures, and statutory requirements.
- Assists in the preparation of reports and recommendations for Board consideration regarding charter school petitions and proposals.
- Assists in conducting Charter School Contract negotiations both for model contracts and individual school contracts with all stakeholders (e.g. school representatives, administration, and the City Attorney representative).
- Assists in the coordination of responses to inquiries regarding records requested under the Wisconsin Open Records laws.
- Assists in the development of an implementation plan for district offices to analyze, categorize, and classify current records and retention schedules in conformance with regulatory guidelines.
- Researches District programs to identify relevant outcomes for performance review.
- Performs other duties as assigned by the Constituent Ombudsperson/Board Information Officer or the Director.

**Qualifications:**

- Degree in education, communication, public administration, law, or the social sciences is preferred.
  - Familiarity and/or three years experience with governmental procedures for introducing, analyzing and considering policy and other legislative matters.
  - Familiarity with legislative matters, record-retention and destruction processes, as well as with other policies and procedures.
  - Familiarity with parliamentary procedures, including Robert's Rules of Order.
  - Good interpersonal communications skills.
  - Excellent writing skills, with the ability to write clearly and succinctly.
  - Highly developed computer skills, including PC, word processing and spreadsheets, database development, networking, and internet page design.
  - Ability to carry out all activities with the highest of ethical standards.
  - Ability to train others on important policies and procedures.
  - Good oral communication skills and the ability to write clear and concise business letters, memos, reports, and other documents.
  - Must be able to effectively handle sensitive and confidential materials.
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**QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.