



**OFFICE OF HUMAN RESOURCES**

| <b>Job Information</b>                           |  |
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| <b>Job Title:</b> Specialist I, MPSU Development | <b>Last Revised/Approved:</b><br><i>May 2019</i>     |
| <b>Job Code:</b>                                 | <b>Reports To:</b>                                   |
| <b>Office:</b> <i>Office of Academics</i>        | <b>Department:</b> <i>Organizational Development</i> |

| <b>Compensation Information</b> |   |
|---------------------------------|---|
| <b>Pay Grade:</b> 08A           | <b>Pay Range:</b> \$65,474.24 – 94,942.33 |
| <b>FLSA Status:</b> Exempt      | <b>Term of Employment:</b> FT             |

**Position Summary/Purpose:**

Implements and manages all aspects of the district based training programs for staff including responsibilities for the planning, developing, scheduling and logistics of training activities and MPSU. Primary focus is on employee support and success in district-based programs for initial and/or professional licenses for both teachers and administrators.

**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. Provides a full range of employee services support by responding to inquiries and requests for information and assistance in person, online or by telephone for district based education programs for administrators and teacher preparation focused on supporting student’s differentiated mental, emotional and social needs.
2. Assists and informs students regarding student services processes, procedures and policies, which include, but are not limited to: admissions, advising, assessment/testing, registration, new teacher/program orientation/onboarding and program requirements to increase effective educators with in the district, especially in high needs areas.
3. Interprets complex information and makes evaluative determinations and recommendations regarding services, programs and procedures to employees seeking to enroll in a district based program to seek initial licensing or to add-on teaching licenses.
4. Conducts transactions, maintains and updates employee academic records utilizing the student information system (SIS).
5. Assists employees in the resolution of academic issues, concerns and problems.
6. Demonstrates a high level customer service in planning and supporting the needs of training participants, trainers and other district staff. Assists with the planning and logistics required to deliver high quality courses and programs to district employees at training locations.
7. Registers employees and keeps employee master schedules and records, monitors and reports on academic performance (SAP).
8. Develops and implements practices to assist in recruiting, hiring, developing, and retaining effective educators for MPSU working with community-based partnerships and services.
9. Co-manages community-based partnerships.

10. Communicates with the academically at-risk to ensure their academic success in district sponsored training program and co-chairs the academic progress meetings.
11. Completes other duties as assigned including working a flexible schedule that includes one evening per week and working twilight hours.
12. Recruits and hires a qualified and diversified program candidate. Occasionally attends recruitment events, both locally and nationally, to meet specific staffing needs of MPSU.
13. Coordinates with mentor program administrators to ensure mentor relationships have been established for initial educators.
14. Provides assistance to Human Resources for completion of DPI reports, including the annual 9550 report for highly qualified teachers, and the on-going 1202 Report.
15. Performs activities and procedures related to teacher certification including processing Department of Public Instruction (DPI) certification requests. Ensures that all licensed positions are compliant with DPI criteria and other lawful requirements.
16. Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the department's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
17. Keeps abreast of developments in the profession by reading pertinent literature and publications and by attending professional meetings, workshops, conferences, etc.
18. Actively supports the MPS Five Pillars of Success.
19. Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Positions requires a bachelor's degree in an appropriate field; a master's degree is preferred.
- Licensure as a K-12 educator preferred.
- SHRM certification as an SPHR or PHR is desired.

### ***Experience Requirements:***

- Five or more years of previous experience as a Human Resources professional OR five years of previous fully-licensed experience as a classroom teacher is required.
- Experience in an urban or public-sector environment is required.
- Experience with online learning platforms and student information systems required. Familiarity with accreditation and DPI/HLC policy and protocols a plus.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must be able to manage multiple initiatives while demonstrating high levels of attention to detail.
- Excellent teamwork skills are essential.
- Demonstrated ability to develop effective working relationships with diverse individuals at all levels is required.
- Must possess ability to exercise diplomacy and tact with customers at all levels.
- A strong working knowledge of computer applications to include, MS Office and database applications is required.
- The ability to gather data, compile information, and prepare reports.

## **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.
- 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 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.