



Job Information

Job Title: Director I, Remote Work	Last Revised/Approved: April 2022
Job Code: NEW	Reports To: Chief, Human Resources
Office: Office of Human Resources	Department: Remote Services

Compensation Information

Pay Grade: 14A	Pay Range: \$93,386 – 134,865
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Builds, develops and executes the district's remote work strategy. Ensures operational agility to meet the needs of the workforce, while optimizing performance. Manages remote work operations and supports leaders in supervising hybrid teams.

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:

- Builds, develops and executes the Milwaukee Public Schools (MPS) remote work strategy.
- Manages remote work operations and supports leaders in supervising hybrid teams.
- Develops, implements and manages organization-wide remote work practices, policies and procedures.
- Coordinates with the Department of Employment Relations to address any workplace issues that may arise related to remote work.
- Collaborates with the Department of Talent Management to ensure that the district's remote work policy is incorporated as part of the recruitment strategy.
- Ensures remote worker engagement; assesses new remote work technologies and sustains the established MPS vision.

- Advises management on remote work issues and makes recommendations to management regarding operational efficiencies and improvements in the remote work process.
- Ensures the various remote work options help MPS operations with its evolving needs.
- Calculates workforce metrics measuring the relative effectiveness of remote work options to continually maintain the desired level of innovation, productivity and employee safety.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A Bachelor's Degree with an emphasis technology, human resources or a related field.
- A master's degree is preferred.

Experience Requirements:

- Five-years of previous managerial experience is required.
- Experience in a remote environment is required.
- Extensive knowledge and understanding of remote work arrangements is required.
- Experience with Microsoft Teams, Google Meets, Zoom and/or other methods of communication and collaboration platforms is required.
- ***A combination of education and work experience can be considered.***

Knowledge, Skills and Abilities:

- Excellent verbal, written and presentation skills are required.
- An understanding of MPS technology is required.
- Strong analytical skills and ability to devise and solicit new approaches to solving system problems and automating processes.
- Strong computer literacy.
- Ability to motivate, guide, mentor, supervise and review work of multi-functional staff.
- Ability to prioritize and manage multiple responsibilities/projects along with ability to isolate and resolve problems within fixed time frames.
- Must be able to work effectively with diverse groups of people.
- Ability to work with short timelines.
- The ability to create strategies for implementing remote work.
- Ability to facilitate district policies and procedures regarding remote work.
- Strong project management skills.

Working Environment:

General office environment.

Physical Demands:

General office environment, must be able to handle light lifting and occasional standing and bending.

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.