



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Director I, Black &amp; Latino Male Achievement</i>	<b>Last Revised/Approved:</b> <i>05/05/2017</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Superintendent</i>
<b>Office:</b> <i>Office of the Superintendent</i>	<b>Department:</b> <i>Black and Latino Male Achievement</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b> <i>14A</i>	<b>Pay Range:</b> <i>\$85,222 – 123,691</i>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Leads and collaborates in the development and implementation of a set of strategies and professional development to create an internal and external infrastructure needed to guide African-American and Latino males to achieve and perform at a level on par with their peers. Effectively communicates the department’s strategy, goals and progress to all Milwaukee Public Schools’ staff and the community at large.

**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:**

*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.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Collaborates with District Offices to coordinate and align cross-departmental leadership supports for Black and Latino Male Achievement (BLMA) and post-secondary readiness which will demonstrate results through improvement in attendance, self-efficacy and community engagement.

- Supports the development of transparent and effective systems of communication within Milwaukee Public Schools (MPS) departments, schools and the community.
- Develops a continuum of options to support and provide opportunities for Black and Latino males to be successful in the Milwaukee community.
- Oversees the development and implementation of policies targeting the advancement of Black and Latino males at risk of not successfully and wholly completing their time and experience at MPS.
- Increases awareness of policies and procedures which may directly impact the ability for Black and Latino males to access opportunities in the community.
- Works within Milwaukee and the MPS community to provide access, exposure and opportunity to Black and Latino males.
- Provides guidance for the implementation of instructional activities that contribute to a culture and climate where instructors are actively engaging students in meaningful learning experiences.
- Identifies and adapts instructional resources for school leaders to meet the needs of students from varying backgrounds, learning styles, special needs and other circumstances.
- Completes reporting requirements, data collection and dashboards for funders and other internal and external partners with an interest in the development of the BLMA Initiative.
- Engages families as partners in the educational process, provides on-going communication to families on student achievement.
- Works collaboratively with the Campaign for Black Male Achievement on nationally-focused issues and initiatives.
- Coordinates with the Communications team to ensure that messaging is clear, consistent and heard throughout the greater Milwaukee community.
- Develops and participates in professional development sessions on data analysis, family and community involvement, best practices and moving the mission and vision of BLMA from theory to practice.
- Maintains professional competence through active participation in seminars, workshops and other professional development opportunities.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

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

- A bachelor's degree from a nationally-accredited university is required. A master's degree is preferred with an emphasis on Psychology, Non-Profit Administration, Education or a similar field.
- Additional course work in Afro –American and/or Latino studies is desired.
- Driver's License (must have personal transportation available).

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

- Five to seven years of experience of direct professional work providing services to the targeted youth 18 years and younger.
- Three (3) years of experience supervising staff, planning, and managing programs.

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

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Must be able to develop policies for the good of the MPS community.
- Strong consultative skills are necessary.
- Experience in the implementation and use of technology and automated systems for streamlining business processes is required.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing employees and budgets is required.
- Must be able to compile relevant data and organize it into comprehensive reports.

- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Must be able to identify resources.

### **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

### **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 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.