Administrative applications for the following position are being accepted by the Department of Human Resources by 5:00 pm CST on Friday, March 25, 2011. A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above). Caution: When attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration. Appointment is subject to residency requirements, a criminal background check, a drug/alcohol test and credential verification. Non MPS employees must submit official transcripts confirming a Bachelor’s Degree and a Master’s Degree. No applications will be accepted after the deadline date and time. APPLY ONLINE FOR JOB OPENING # 29267 at www.milwaukee.k12.wi.us → employment → job opportunities → apply online administrative position and follow the link.

PRINCIPAL, TURNAROUND SCHOOL

Milwaukee Public Schools is looking for visionary leaders with exceptional management and instructional leadership skills who can dramatically improve student achievement in chronically low-performing secondary schools.

Candidates should be able to provide transformational leadership in creating and managing a safe, supportive and positive learning environment where all students excel and staff is empowered. The principal shares the vision of high performance and collaboration and engages parents and community partners in the support of student achievement. The principal maintains the belief that every child can succeed academically, models continuous professional growth and sets high standards for individual and team performance.

BASIC FUNCTION: Supervises, coordinates and oversees the activities of the entire building staff.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provides strong leadership for the activities supporting the Milwaukee Public Schools (MPS) educational process to include establishing and maintaining a positive learning climate, maintaining classes to meet student needs, supervising all support services for the school and ensuring proper student conduct and discipline procedures are maintained.
- Supervises the school’s teaching process and curriculum design, utilizing resources from central office as necessary.
- Uses current research and information on Federal Turnaround Models to drive vision and resulting dramatic gains in student achievement.
- Plans, organizes and directs the implementation of all school activities and evaluates them in accordance with the policies of the Board of School Directors and/or directives of the superintendent.
- Initiates, designs and implements programs to meet the specific needs of a turnaround school within the guidelines established by administration.
- Establishes and maintains a favorable relationship with parents, local community groups, business, industry and individuals to foster understanding and to solicit support for school activities. Communicates Board policies and directives from the superintendent to the community.
- Meets with parents to discuss and proactively resolve student problems.
- Ensures that all staff members are oriented to the building and the various departments and ensures continuing professional development throughout the building.
- Coordinates various support activities to include maintenance and repair of the building and grounds, school nutrition and lunch program, recreation department activities on campus, financial, budgeting and accounting functions, library and/or bookstore functions and clerical activities.
- Supervises and implements specialized education programs offered at the school.
- Directs various athletic programs, extra-curricular activities, music and dramatics programs and school sponsored social events.
- Evaluates and counsels all staff members regarding their individual performance according to established policies and bargaining unit contracts.
- Plans and develops the school budget and manages all expenditures. Coordinates the completion and submission of all school Requests for Proposals for goods and services.
- Consults with senior management to formulate plans and direction for the overall strategic direction of the school relative to the outlined initiatives.
- Attends district meetings as required.
- Conducts regular staff meetings to ensure staff is updated on MPS policies and new and emerging research.
- Obtains new knowledge in the field of education, including turnaround school models, by reading current literature and research and attending conferences and seminars.
- Collaborates with external partners and MPS regional staff.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

QUALIFICATIONS:
- Master’s Degree in education with an emphasis in Administrative Leadership or Curriculum and Instruction
- Wisconsin Department of Public Instruction Principal’s License (51) at the time of appointment, or the ability to obtain it within two (2) years
- Five (5) years of professional education experience as a licensed teacher in a K-12 setting
- Three years of successful school administrative/supervisory experience in a K-12 setting, preferably urban, that includes strategic planning, supervision and evaluation of staff, establishing a budget, allocating resources and providing professional development.
- Demonstrated experience with significant school reforms
- Demonstrated experience creating a new school model

COMPETENCIES:
- Utilization of data to facilitate decision making
- Excellent oral, written and presentation skills
- Conflict management skills
- Ability to lead change initiatives and to embrace innovation
- Effective time management

The salary will vary depending on student enrollment and will fall into the following range:
$67,403 – 125,964

APPLY ONLINE FOR JOB OPENING #29267
For further information call Human Resources – Office of Certificated Staffing at (414) 475-8224 or email at lamothkp@milwaukee.k12.wi.us

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 Department of Human Resources. The identities of all “final candidates” may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.