



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: Director of School Culture and Student Services
Supervisor: Chief Academic Officer
Department: District
Classification: Exempt
Contract Length: Full-Time – Year-Round (260 Days)

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,300 scholars in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments.

Job Summary:

The Director of School Culture and Student Services, at the direction of the Chief Academic Officer, oversees the District's efforts regarding student attendance, discipline management, behavioral and other support services (PBIS), and school operations tasks. This person should have the ability to align their work to an established, clear vision to help the district meet its goals and improve overall outcomes. This person will be responsible for district leadership of initiatives related to school culture and work with school leaders in each academy. This person should have a track record of implementing systems and processes successfully, while identifying challenges and proactively looking for solutions.

I. Position Relationships:

Reports to: Chief Academic Officer

Supervises: K-8 Front Desk Administrative Assistants

Coordinates with: District team and academy leaders, School Culture & Student Support Teams, Operations Manager

II. Position Responsibilities:

School Culture and Student Services Leadership

- Lead the district's Positive Behavior Interventions and Supports (PBIS) program implementation
- Establish, support, and participate in collaborative teams that focus on student behavior, attendance, enrichment, community events, and culture
- Work with academy leaders to provide a multi-tiered support and interventions system to collect data on student behavior, attendance, enrichment, and culture; analyze student needs; and target resources for student success
- Collect, analyze, make recommendations, and adjust practices and strategies based on data such as attendance, student retention, and behavior
- Plan for current and long-range program implementation
- Serve as a district representative in Charter School Discipline and Attendance Review Board (CDRB and SARB) meetings



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- Work closely with academy leaders, parents, and officials regarding truancy laws
- Serve as the LEA homelessness liaison
- Serve as the LEA 504 coordinator
- Generate creative solutions to aid MAS in fulfilling its mission and vision and mobilize others to do so as well

School Operations Management

- Attend to facility and student management to create a safe and secure learning environment
- Consistently maintain appropriate attendance, behavior, and corresponding intervention documentation
- Direct preparation of behavior and attendance reports
- Assist in updating and training on the parent/student handbook
- Communicate updated behavior and attendance policies to staff
- Ensure that the crisis management plan is known by all staff and students and is periodically tested and updated
- Follow all policies, procedures, and laws and seek clarification when needed
- Request and allocate supplies, equipment, and materials as needed

Staff Development & Leadership

- Provide, create, plan, and identify vision-aligned professional development opportunities informed by current student, classroom, staff, and school data for the culture, student support, and teaching teams
- Supervise and evaluate performance of K-8 front desk Administrative Assistants to ensure excellent customer service and communication with school and district leaders
- Assess completion of delegated tasks and progress on related goals
- Perform other duties as assigned by the Chief Academic Officer

III. Preferred Knowledge, Skills, Abilities and Personal Characteristics

- Communicate school goals, learning expectations, challenges, improvement plans, and progress to all stakeholders in a variety of formats and approaches
- Consistently respond to contact from parents and other stakeholders in a timely and meaningful way
- Manage change by developing workable implementation plans, communicating changes effectively and overcoming resistance, and monitoring transition and evaluating results
- Consistently model positive professional and ethical behavior and take swift action when inappropriate conduct or practice is reported or observed
- Create time efficiencies to maximize focus on goals, priorities, and deadlines
- Solicit feedback and use feedback to improve personal, school, and student performance
- Apply initiative and persistence to achieve school expected goals



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- Develop productive school-community partnerships, including those with colleges, community organizations, and other schools to coordinate student services
- Identify and resolve problems in a timely manner
- Demonstrate attention to detail
- Maintain confidentiality
- Support organization's goals and values

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Master's degree from an accredited college or university preferred; bachelor's degree required; minimum of three years successful teaching experience preferred; school culture and student services leadership experience preferred; knowledge of positive behavior intervention and supports practices and experience, applicable laws, and experience with successful implementation with measurable results preferred

Mental, Emotional, and Physical Demands, and Environmental Factors:

Frequent prolonged and irregular work hours; ability to maintain professionalism and composure under pressure; ability to function at a high level in a high-paced environment

Language Ability:

Ability to respond to common inquiries or complaints from all stakeholders in a variety of formats; ability to communicate school goals, learning expectations, challenges, improvement plans and progress in a variety of formats.

Computer Skills:

At a minimum, proficient in Microsoft Word, Excel, Google Drive, and Outlook.

Certificates and Licenses:

Wisconsin Administrator Certification preferred