

**MILWAUKEE BOARD OF SCHOOL DIRECTORS  
OFFICE OF BOARD GOVERNANCE**

Office of Board Governance – 5225 W. Vliet Street, Room 273, P.O. Box 2181, Milwaukee, WI  
53201-2181

---

**BOARD STAFF ASSISTANT**

**Application Cut Off:  
4:15 p.m. Friday, August 8, 2008**

This position is exempt from City Service as well as bargaining unit representation, and serves at the will of the Milwaukee Board of School Directors. The salary range is \$59,106 - \$85,755, with excellent benefits. Recruitment is usually at the beginning of the pay range.

**APPLICATION PROCESS:**

Interested candidates should contact Lynne A. Sobczak, Director, Office of Board Governance at 475-8284, or via email at [sobczala@milwaukee.k12.wi.us](mailto:sobczala@milwaukee.k12.wi.us). The Office of Board Governance reserves the right to invite only the most qualified candidates to interview for this position. Please submit a **current resume and three letters of reference** to the Office of Board Governance before the close of applications.

**Nature of Work:**

The Board Staff Assistant resides in the Office of Board Governance and is responsible to the Director, Office of Board Governance, through the Board Information Officer. The position is exempt from City Service and bargaining unit representation and serves at the will of the Milwaukee Board of School Directors. Under the supervision of the Director or the Board Information Officer, the Board Staff Assistant is responsible for providing independent research, and assisting with the performance management review process for District programs and initiatives. The Board Staff Assistant, a confidential position, is also responsible for providing support to Board Committees and to individual Board members, as assigned.

**Major Duties and Responsibilities:**

- Conducts policy analysis, and compiles research and background information for items to be considered by the Board or one of its Committees.
- Provides independent research and reports related to existing or proposed district programs, as well as administrative initiatives.
- Analyzes and reports on administrative actions which affect Board Rules, District policies, procedures and operations.
- Analyzes the District annual budget to identify trends, changes and other matters of importance to the Board.
- Researches and drafts resolutions for Board members as assigned.

- Provides support to individual Board members in the areas of research, correspondence, responding to complaints, etc.
- Assists with Open Records requests and drafting of requests for City Attorney opinions.
- Compiles information requested by the Board, a Board Committee, or as directed by the Board Information Officer or the Director.
- Assists with the strategic planning function of the Board.
- Administers Committees of the Board, as well as any special or subcommittees reporting to it.
- Reviews files and briefs the Chairs and other Committee members on items pending before the Committees.
- Researches District programs to identify relevant outcomes for performance review.
- Manages the processing and disposition of constituent and hotline complaints.
- Performs other duties as assigned by the Director.

**Qualifications:**

- Bachelor's degree in education, communication, public administration, business administration, accounting or an allied field of humanities or social sciences.
- Familiarity with governmental procedures for introducing and considering policy and other legislative changes and/or five years' experience with Board activities.
- Familiarity with legislative record-retention and with procedures, including the Rules and Policies of the Board of School Directors.
- Familiarity with parliamentary procedures, including Robert's Rules of Order.
- Good interpersonal communications skills.
- Excellent writing skills, with the ability to write clearly and succinctly.
- Highly developed computer skills, including PC, word processing and spreadsheets, database development, networking, and internet page design.
- Must be able to effectively handle sensitive and confidential materials.

**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.