

Senior Executive Director of Schools and Learning - Doyle - 1.0 FTE

Doyle Administration Building

Compensation: \$156,683.25 - 175,056.75 Annual Salary

Employment Type: Exempt

Why You Should Work with MMSD!

The Madison Metropolitan School District (MMSD) is the second-largest school district in Wisconsin. We have a simple but bold vision — to ensure that every school is a thriving school that prepares every student to graduate from high school ready for college, career, and community. We welcome applicants who will actively contribute to our ongoing commitment to making MMSD a thriving, welcoming environment for all students, families, and staff.

We firmly believe in and are here to create a work environment that is challenging and rewarding, while supporting employees in their career path. We strive to provide, encourage, grow, and develop a talented workforce that better supports and represents the diversity of our student population.

In addition, we have a great compensation package. Visit our [benefits page](#) for more information.

Becoming a Model School District

The Madison Metropolitan School District is committed to being anti-racist, culturally responsive, and inclusive. We have a simple but bold vision — to ensure that every school is a thriving school, fostering the growth of every student so they graduate from high school ready for college, career and community.

Our strategy is captured in our [strategic framework](#), and centers on three major goals: that all children achieve academically, that our schools are places where children and adults thrive, and that our Black youth excel at school. To achieve this vision, we seek to retain staff in all positions, who are committed to being anti-racist, culturally responsive, and inclusive. Staff who will actively contribute to our ongoing commitment to making MMSD a thriving, welcoming environment for all students, families and staff.

We firmly believe and are here to create a work environment that is challenging and rewarding, while supporting you in your career path. We aim to foster, cultivate, and retain a skilled workforce that supports and mirrors the diversity of our student population.

We know this vision doesn't come to life without dynamic leaders and support staff in every school.

Purpose of Position:

Under the general supervision of the Assistant Superintendent of Schools and Learning, this position is responsible for developing, implementing and coordinating projects for the Department of School Leadership to ensure continuous school improvement. Additionally, the position collaborates with designated Central Office departments to; facilitate cross-departmental collaboration, align district-wide initiatives with school-based practices and collaboratively plan and lead the implementation of strategic initiatives. The position serves as a key leader in driving systemic transformation to optimize alignment of schools and central office departments.

Supervisory Responsibilities:

This position will not have any supervisory duties.

Key Responsibilities:

- School Leadership & Improvement
- Instructional Oversight & Student Achievement
- Collaboration & Stakeholder Engagement
- Operational Management

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Supervisory Responsibilities:

This position provides strategic leadership, guidance and supervision to high-level administrators and educational leaders within the schools and learning department. Key responsibilities include cultivating leadership capacity, evaluating performance, fostering a culture of continuous improvement and driving alignment with the District's strategic vision and educational priorities.

Essential Duties and Responsibilities:**A. School Leadership & Improvement (25%)**

1. Support a rigorous school improvement process aligned with district and state performance expectations.
2. Work collaboratively with the Assistant Superintendent and Area Associate Superintendents to monitor and adjust school improvement plans.
3. Support with targeted professional development to enhance leadership capacity.

4. Ensure compliance with district policies, state and federal regulations, and accreditation standards related to school administration and instructional programming.
5. Plan, coordinate and facilitate meetings to ensure effective cross-organizational collaboration
6. Serve as Assistant Superintendent of Schools and Learning designee at meetings and events and serve as a positive representative for the Department of Schools and Learning
7. Ensure coordination and alignment across the division to maximize collective impact
8. Track progress of strategic plans and initiatives through data analysis

B. Instructional Oversight & Student Achievement (20%)

1. Partner with Central Office instructional and student services staff to assess, refine, and implement evidence-based programs and instructional practices.
2. Utilize data-driven strategies to evaluate instructional effectiveness and drive student success.
3. Stay informed about emerging educational trends, research-based best practices, and legislative changes impacting schools.

C. Staff Supervision & Performance Management (30%)

1. Lead and mentor the leaders within the assigned functional area, cultivating a culture of high performance, professional growth and accountability for strategic outcomes
2. Ensure strategic alignment by coordinating work with the broader goals of the Office of Schools and Learning and District priorities
3. Provide coaching and development to enhance the department's capacity, effectiveness and ability to manage complex initiatives

D. Collaboration & Stakeholder Engagement (10%)

1. Foster a culture of collaboration between Central Office departments, school administrators, and instructional teams.
2. Establish and maintain strong, transparent communication with families and community stakeholders to improve school effectiveness.
3. Provide regular updates to the Assistant Superintendent of School Leadership on school performance, challenges, and necessary interventions.

E. Operational Management (10%)

1. Support the school staffing allocations process to ensure schools have the personnel needed for student learning and improvement.
2. Attend Board of Education meetings and Instructional Workgroup sessions
3. Assist the Assistant Superintendent of Schools and Learning with public inquiries and supply information requested to other divisions, principals, colleagues and the general public
4. Support project implementation and ensure follow-through/completion of tasks

5. Perform additional duties as assigned to support the Department of Schools and Learning and the district's mission and strategic priorities

F. Other duties as assigned (5%)

1. Performs other duties as assigned by the Assistant Superintendent or their representatives or designees.
2. Attend all district and school functions that support MMSD's strategic framework, initiatives, and core values, including Board Meetings, Community events, and workgroups.
3. Complete any and all district-required trainings.
4. Build collaborative relationships with business partners.

Knowledge, Skills, and Abilities Required to Perform Essential Job Functions:

- Comprehensive knowledge of school administration principles, personnel management, and instructional leadership.
- Expertise in accountability frameworks, assessment methodologies, and data-driven instructional strategies.
- Demonstrated strong interpersonal skills
- Excellent written and verbal communication skills
- Knowledge of school staffing processes, budgeting and resource allocation
- Ability to think critically and strategically to address long-term challenges and opportunities in education
- Ability to manage multiple priorities and deadlines
- Ability to adapt to changing dynamic work environments
- Ability to lead, mentor and effectively manage direct reports
- Ability to coach senior staff for increased effectiveness and accountability
- Strong written and verbal communication skills, with the ability to convey complex information clearly to diverse audiences.
- Demonstrated ability to build and maintain effective relationships with school administrators, Central Office staff, teachers, students, families, and community stakeholders.
- Proven success in conceptualizing, implementing, and evaluating new and existing educational programs and initiatives.
- Strong leadership skills to support and drive school improvement efforts

Required Qualifications:

- Master's Degree in School Administration (or a closely related field).
- Minimum of 5 years of successful school leadership and central office experience with a demonstrated ability to drive student outcomes and school improvement.
- Wisconsin Department of Public Instruction certification as Superintendent (03)

Environmental Adaptability:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury. This position requires the ability to lift up to 25 pounds occasionally and may involve walking, sitting, stooping or reaching. Manual dexterity is necessary for completing general tasks while operating office equipment. This position may require being stationary for extended periods of time.

Working Conditions:

1. Work requires travel to different locations within the district and to off-site meetings.
2. The position requires working evenings, nights, and some weekends.
3. Certain positions within the District may allow remote/work from home flexibility for a portion of their work schedule, depending on the needs of the position and the work unit. This topic and any remote work flexibility that may be available will be discussed in more detail in the interview process.
4. School-based positions are required to be in-person unless otherwise directed by the building principal.

Disclaimer: This position description is subject to change at any time. The above job description does not limit the duties and responsibilities listed above. Employees in this position may be required to perform additional job-related tasks as directed by the supervisor.

The Madison Metropolitan School District is an Equal Opportunity Employer. We continue to seek a diverse and talented workforce. We encourage veterans, women, people of color, LGBTQIA+, and people with disabilities to apply. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities.