



POSITION DESCRIPTION

JOB TITLE: Coordinator, Business & Community Partnerships Job Class:		
DATE	Office of the Superintendent	
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Facilitates, manages and coordinates business and community partnerships and program activities in accordance with Board policy and any legal regulations. Coordinates services for the district with the appropriate personnel. Works with local professional, civic and community organizations to promote Milwaukee Public Schools (MPS) in a collaborative manner.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Facilitates, manages and coordinates business and community partnerships and program activities in accordance with Board policy and any legal regulations. Coordinates services for the district with the appropriate personnel.
2. Works with local professional, civic and community organizations to promote Milwaukee Public Schools (MPS) in a collaborative manner.
3. Establishes relationships between businesses, labor, governmental and community agencies which highlight the educational programs at MPS.
4. Conducts appropriate surveys and studies, and prepares reports for management on the feasibility of long-term strategic plans within the community.
5. Develops and implements collaborative efforts with professional, civic and community organizations.
6. Establishes and maintains liaison relationships with appropriate local, state and national organizations, elected officials, government agencies, business trades groups and other districts and school community groups.
7. Performs administrative tasks for the Office of the Superintendent to include the provision of information, preparing reports and coordinating events with other district offices.
8. Consults with senior management to formulate plans and direction for the overall intent of the programs supported.
9. Participates in the preparation of the budget for area.

10. Ensures that Board policies and local and federal laws are correctly interpreted and followed for areas of responsibility.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction only, outlines issues for supervisor and meets with supervisor as necessary.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for clerical staff and 2 - 3 direct reports.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in business or public administration or a related field.

Experience Requirements

Position requires five or more years of successful experience working with business and community leaders and acquiring support for programs. Public sector experience is necessary, experience in an urban environment is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and presentation skills are essential. The ability to promote MPS programs and garner support for new initiatives is required. Experience in community development and the development of business relationships is necessary. Knowledge of various community and business agencies in the metropolitan Milwaukee area is necessary. Demonstrated proficiency in work requiring the coordination of people and programs. Must be able to work effectively with a diverse population.

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

General office environment. Some local travel is required.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.