



POSITION DESCRIPTION

JOB TITLE: Coordinator-Office of Small Community Schools Job Class: 0320		
DATE Updated	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: To provide district leadership for activities designed to support, implement, and monitor a wide array of non traditional alternative programs in small community schools created to serve the needs of children at risk as required under 118.153 of the Wisconsin statutes, and Wisconsin Educational Standard.		

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. Provide leadership, direction and coordination in the design, implementation, and monitoring of a wide array of non traditional educational programs.
2. Formulate and refine strategies, policies, rules and regulations to govern the operation of programs serving children at risk, school age parents, adjudicated youths, and students with behavior problems to ensure consistency with the district educational agenda and state and federal law.
3. Develop and monitor the division's budget.
4. Advocate for appropriate services for children in an At Risk condition.
5. Provide leadership and direction for the planning and implementation of categorically funded programs in the areas of Alcohol and Other Drug Abuse and Early Childhood Education.
6. Negotiate and administer contracts for educational and consulting services.
7. Evaluate the effectiveness of contracted programs and provide information to support the Board's award of contracts.
8. Implement the Alternative Program Information Center (APIC) that serves as a clearinghouse of information about alternative education programs in the Milwaukee Public Schools.
9. Plan and coordinate the evaluation program for all professional and non professional staff.

10. Supervise and evaluate alternative schools assistant principals.
11. Administer the Partnership School Alternative Programs, MPS Alternative Schools, Milwaukee County Collaborative Programs, School Age Parent Program, Homeless School Children Program, Home and Hospital Program, and Early Childhood Initiative Programs.
12. Plan and supervise the conduct and completion of District Children At Risk Census, Plan of Service and Claim For Service.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

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.

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.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.