



**POSITION DESCRIPTION**

<b>JOB TITLE: Director, Parent and Student Services</b> 0360		
<b>DATE:</b>	<b>DEPARTMENT OR SCHOOL:</b>	<b>DIVISION:</b>
<b>BARGAINING UNIT:</b> District Executives & Cabinet		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non - exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>		<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Plan, direct, control and supervise the activities and personnel assigned both directly and/or through subordinate supervisors to support the operation of schools. To provide assistance and information to parents in an effective manner. Process and maintain appropriate student records as provided by state law and School Board policies.</p>		

**Major Duties & Responsibilities:** 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. Administer the school selection process.
2. Maintain the District's computerized database.
3. Process discipline, truancy and expulsion cases.
4. Coordinate and provide information and assistance to parents and community agencies through the Parent Service Center.
5. Purchase all supplies, equipment and services for the District.
6. Monitor the warehousing and delivery of purchased items including mail and furniture.
7. Oversee the mail room, duplicating, pupil transportation, school nutrition and telecommunication services for the District.
8. Establish objectives and priorities that are to be met and the plan of implementation of these priorities and objectives.
9. Administer policies and procedures which are consistent with State law, the directives of the Board and Superintendent.
10. Monitor the performance of the department to ensure conformity to established policies, procedures, objectives and priorities.

11. Prepare annual department budget and implement adequate control of the approved budget.
12. Formulate and establish practices that ensure effective communication between the District and parents, students and the entire school community.
13. Makes recommendations to the Board and or its committees the awarding of all bids required by State law or Board directives and approves all other purchase awards not required to be submitted to the Board.
14. Formulate and establish specifications required and negotiates for the transportation services required by MPS; provides primary liaison services for pupil transportation contractors and the Milwaukee County Transit System; provides liaison service with the suburban school districts participating in the interdistrict Chapter 220 program.
15. Ensure that sound management and purchasing practices are adhered to and that the equipment, property and funds under control of the department are properly safeguarded.
16. Attend School Board, Board Committee, community and administrative staff meetings when necessary.
17. Provide staff development and training opportunities for department personnel.
18. Acquire current management techniques and the current trends and developments in food and nutrition, purchasing, warehousing, information technology and transportation fields.
19. Actively supports the MPS strategic plan.
20. Completes other duties as assigned.

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

Supervised by the Superintendent of Schools

**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.)

Directly supervises; Director of Student Services, Assistant Director of Business Support Services and Administrator of School Nutrition Services

**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.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

**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.

Those associated with a general office environment.

**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.**