



**POSITION DESCRIPTION**

<b>JOB TITLE: COORDINATOR – SCHOOL SOCIAL SERVICES</b> Job Class: 0365		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Department of Special Services	<b>DIVISION</b> Special Services
<b>BARGAINING UNIT:</b> ASC		<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> Directs, plans, organizes and coordinates delivery of all school social work and transition services within the system ensuring programs are in line with the district's vision and guidelines. Works collaboratively with district departments, schools, transition staff and school social workers to enhance services for children and families and to build support for these services. Participates in collaborative efforts with the city, county and other social work and transition agencies to ensure best practices are in place and maintained.</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. Works collaboratively with district departments, schools, community partners, special education staff and school social workers to enhance and update school social work and transition services for children and families and to build district-wide support for these programs. Maintains model social work and transition services for Milwaukee Public Schools (MPS).
2. Interprets and presents school social work and school to work (transition) policies, procedures and programs to schools, Board, parents, staff and the general community.
3. Coordinates the implementation of special education and regular education services for MPS students, ensuring overall quality of services offered. Works to improve the education for all students.
4. Prepares program reports and correspondence and participates in projects to develop services and make necessary changes and enhancements to program policies and procedures. Maintains training manuals.
5. Maintains timely responses to and follow-through with issues and responds to telephone inquiries.
6. Demonstrates knowledge of relevant financial procedures and fiscal responsibilities by monitoring, developing and implementing a budget that appropriately recognizes District

needs. Communicates with schools and central services to ensure social work and transition needs are met.

7. Assists in the recruiting and hiring of a diverse staff. Identifies and implements performance plans to include goals, strengths and areas for development for staff members. Documents observations and otherwise monitors performance. Initiates performance improvement plans and/or discipline process with staff as necessary.
8. Maintains a relationship with the Department of Public Instruction (DPI) and ensures departmental compliance with legal policies and regulations and reporting mandates. Communicates information from DPI and monitors staff in their responsibilities for legal compliance.
9. Coordinates and participates in collaborative efforts with public and private community groups and agencies, and works to maximize available resources. Implements best practices as necessary.
10. Provides training, coaching, orientation and staff development programs for secretaries, social workers, social work assistants, school to work staff and supervisors to improve overall skill level of employees.
11. Effectively monitors services in accordance with best professional practices, standards of excellence and legal mandates.
12. Collaborates as necessary on contract and grant activities.
13. Maintains current knowledge base on issues related to social work and transition services through conferences, educational seminars and literature.
14. Actively supports the MPS Strategic Plan.
15. 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.**