



POSITION DESCRIPTION

JOB TITLE: Senior Alternative School Program Officer Job Class: 1023		
DATE	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: Assist the Director of Alternative Programs with contracting and request for proposal process and program monitoring. Coordinates the work of the Alternative School Program Officers. Prepares and submits the district's Children At Risk Report. Coordinate MPS Gifted and Talented Program and union related matters within the Division.		

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. Assist in the contracting process. Maintains master files on all assigned contracts, monitors paperwork connected with contracted programs and explains contracted program requirements. May negotiate contracts for educational and consulting services.
2. Assist in the request for proposals process. Reviews proposals submitted to MPS by Partnership schools or private organizations. Evaluates materials provided with proposals, such as assurance statements. Chairs proposal review panels and makes recommendations for partnership contracts/funding. Submits funding options considered feasible to management for consideration taking account funding limitations, relevant time frames, and funding priorities.
3. Implement methods and procedures for monitoring Partnership and MPS alternative schools progress. Provides the Director of Alternative Programs with information and data concerning current status of each program. Informs the director of major problems that develop and recommend appropriate corrective action. Assists the Director of Alternative Programs in annual evaluation of alternative schools.
4. Oversee work of Alternative School Program Officers. Directs and coordinates activities of Alternative School Program Officers to ensure adequate technical assistance and support are being provided.
5. Prepare Children At Risk Report. Works with Technology Applications Division personnel to collect and report data necessary for submission on the district's Children At Risk Report. Provides assistance to MPS traditional and alternative schools in the collection of needed

information required for preparation of the report. Reviews reports prepared by schools to ensure records are in accordance with state law and regulations.

6. Attend appropriate committee and staff meetings. When required, represents the Director of Alternative Programs at meetings to gather and/or provide information relative to administrative activities.
7. Coordinate MTEA contractual provisions. Conduct in accordance with MTEA contract, conferences, parent complaints, teacher misconduct's, and grievances. Serve as the first step hearing officer for teacher misconduct's and unsatisfactory teacher evaluations. Acts as the Division's chief liaison with the Milwaukee Teacher Education Association and the Division of Labor Relations.
8. Coordinate MPS Gifted and Talented Program.
9. Actively supports the MPS Strategic Plan.
10. 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.