



POSITION DESCRIPTION

JOB TITLE: Coordinator Educational Opportunities for Native Americans (WE Indians) Job Class: 1691		
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:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>To develop and coordinate the Indian Education Act – Title IV, Part A, We Indians Program which is designed to serve the special and culturally related academic needs of Indian students in the Milwaukee Public Schools.</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. Coordinate operations to meet specific We Indians program objectives, monitor ongoing activities and provide the necessary assistance, direction and leadership to achieve these objectives.
2. Establish procedures for securing Indian Student Enrollment Certification Forms (OE-506), scheduling program activities, keeping records on the achievement of specific objectives and reporting progress in meeting program objectives.
3. Develop evaluation instruments for collecting, analyzing and reporting data on progress made in meeting specific objectives.
4. Receive monthly progress reports from staff members and use them for progress reporting purposes and for identifying problems and progress in meeting specific objectives.
5. Prepare appropriate reports and proposals for the administration, Indian community and state and educational offices concerned with the program.
6. Act as a liaison between the School Administration, WE Indians Parent Committee and the WE Indians staff.
7. In consultation with the WE Indians Parent Committee Chairperson, arrange meetings to involve the WE Indians Parent Committee in the ongoing development of the program.
8. Consult with staff members about their concerns, requests or suggestions pertaining to their work assignments.

9. Schedule and conduct bi-weekly or monthly staff meetings.
10. Arrange appropriate Parent Committee and staff in service training.
11. Coordinate budgetary aspects of the program.
12. Disseminate information relative to the program.
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.)

Executive Director – Elementary and Secondary Education

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.

Secretary and other instructional, advisory and coordinative personnel assigned to staff.

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.

