



**POSITION DESCRIPTION**

<b>JOB TITLE: Communications Analyst</b> Job Class: 1967		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL:</b> Central Services	<b>DIVISION</b> Office of the Chief Academic Officer, Bilingual Education
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<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.) Provides timely and time-sensitive written translations for Milwaukee Public Schools (MPS) including policies, procedures, forms, and information distributed on a city-wide basis to parents and citizens as needed by the Board of School Directors and the schools, departments and divisions within MPS. Assists in the development, organization and maintenance of on-going communications for MPS parents, students, staff and others.</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. Translates publications, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation and mechanics. Publications include *Parent/Student handbook on Rights, Responsibilities and Discipline; Calendar/Handbook; Directions; Suburban School Opportunities; Summer Activities Calendar; Learning Targets* and other publications as assigned.
2. Translates MPS school breakfast and lunch menus each month. Coordinates the provision of translated menus to the MPS web site and distributes the menus to all bi-lingual and ESL schools in the district.
3. Translates news releases and other media outreach materials and marketing materials as assigned.
4. Assists in the distribution of publications to the intended clientele; parents, students, district staff, public libraries, independent Head Start programs, juvenile probation officers, shelters for the homeless and any other interested agencies and individuals.
5. Serves as the district's Spanish translator. Translations include: Assessment and Accountability's Report to Parents and the Community, letters and other documents to parents from Assessment and Accountability, Divisions of Recreation's Family Handbook and flyers or other print materials for the Recreation division, Board Governance's School Board Overview brochure, Head Start forms and letters to parents, NSI brochures and flyers, CLC brochures and forms, Facilities and Maintenance's letters to parents, School Nutrition Services' letters and forms and a variety of other documents and letters for the district.

6. Provides translations for all Web applications and information to be placed on the MPS web site and portal.
7. Performs communications tasks, including writing and distribution of news releases and assisting in the set-up and execution of special events. May participate in special events as requested by the district.
8. Actively supports the MPS Strategic Plan.
9. Completes other duties as assigned.

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

General supervision provided by the Director of Bilingual 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.

Not applicable.

**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.)

Position requires a bachelor's degree in communications, public relations, business administration or a related field. Focused study and fluency necessary.

**Experience Requirements**

Two to three years of experience in a similar environment; public sector experience would be helpful.

**Knowledge, Skills, and Abilities**

Language proficiency is required. Effective oral and written communication skills required. Translation skills are required. The ability to work effectively with a wide range of constituencies in a diverse community is necessary. The ability to assist in planning, organizing and coordinating MPS media activities is essential. Candidate must be able to create, compose and edit written materials as necessary. Experience with word processing and desktop publishing software is necessary. A background in Macintosh computers and software is preferred.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is normally performed in a typical interior/office environment.

**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.

Moderate standing, bending and lifting associated with a general office environment. Limited travel.

**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.**