



POSITION DESCRIPTION

JOB TITLE: Student Services Specialist Job Class: 2176		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: The Student Services Specialist is responsible for the coordination and implementation of the district’s discipline plan, student expulsions, the issuing of child work permits and special student assignments (shelters, homeless students); supervises and assists in the processing of subpoenas and requests for student records, youths returning from institutions, student residency, waivers of student attendance and the coordination of truancy cases; develops, updates and maintains the Parent/Student Handbook on Rights, Responsibilities and Discipline and other related correspondence; serves as liaison to government agencies/coordinator related to child safety, child abuse and discipline; provides in services to the division support staff, parent assistants and others related to area of responsibility; coordinates with principals and other departments the development and implementation of the electronic attendance process; and maintains and develops reports related to the student attendance, discipline and suspensions.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) 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. Coordinates and implements the district’s discipline plan.
2. Processes subpoenas and requests for student records.
3. Coordinates student expulsion process and central office conferences.
4. Develops and maintains department reports for the district related to area of responsibility.
5. Assists and coordinates transfer requests, including student residency and waivers of student attendance.
6. Assists in processing foreign exchange program requests.
7. Assists in proving statistical student information requests from outside the district.
8. Investigate alternatives for and make reassignments of pupils removed from a school for disciplinary reasons.
9. Assists in the development and implementation of the district’s student enrollment and assignment process.

10. Conducts parent/student conferences held to discuss a student's truancy from school prior to referral to the district attorney.
11. Establishes and maintains liaison between multi disciplinary teams, alternative/partnership programs, psychological services, exceptional education, social work and various other departments of Milwaukee Public Schools and/or other community agencies in areas related to specific student problems (Children's Court, residential treatment centers, etc.)
12. Works with and assigns institutional returnees.
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14. Works with overage "drop outs" and Milwaukee Area Technical College students who wish to return to Milwaukee Public Schools.
15. Works with parents and students relative to the signing of waiver of the compulsory school attendance laws of the State of Wisconsin as dictated by Wisconsin State Statute 118.15 (1) (c).
16. Assists in the development and presentation of cases to be taken to the Independent Hearing Panel for consideration of expulsions from school.
17. In response to court orders, render testimony in court regarding pupil records.
18. Updates attendance forms for the district.
19. Departmental responsibilities that require staff meetings, compilation of statistics and record keeping for future planning.
20. Review, grant or deny requests for waiver of tuition in non-residency cases.
21. Actively supports the MPS Strategic Plan.
22. Perform other duties as assigned.

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

Director of Parent/Student Services

SUPERVISION EXERCISED:

Student Services Coordinators and Secretaries

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. State certification in structural pesticide application.

Education Requirements:

Masters Degree required.

Experience Requirements:

Minimum of three years teaching experience required.

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.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____