



MILWAUKEE PUBLIC SCHOOLS
Office of Human Resources

Administration Building
5225 West Vliet Street
P. O. Box 2181
Milwaukee, WI 53201-2181
Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Information Specialist, Title 1 Job Class: 3468	
DATE	Office of Family Services Title 1
BARGAINING UNIT: Local 1616	FLSA STATUS: <input 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.) Coordinates the activities of the Title 1 Office. Maintains data, answers calls, responds to inquiries, coordinates procurement for non-public schools and manages the support functions of the office.</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. Respond to all calls from parents and the community requesting information about the Neighborhood School Plan, its program and its schools.
2. Answer in an orderly and timely fashion, requests for information that come into the Neighborhood School Office and to respond to those requests for information as quickly as possible.
3. Work with the Assistant Director of Community Outreach in developing community information plans for the Office of Neighborhood Schools.
4. Coordinate with principals, staff and the community from an identified cluster of schools regarding the plan implementation and information. Attend meetings of the schools that are in designated clusters.
5. Assist principals with brainstorming and development of door to door surveys for their parents.
6. Work with divisions and departments at Central Services to aide principals in achieving their NSI goals.
7. Assist the schools and community organizations with meetings as requested.

8. Ensure that parents and the community are kept informed of Neighborhood Schools Implementation progress during the year, e.g., dissemination up to date information on the MPS website, through the media, newsletters and flyers.
9. Represent MPS at various meetings and conferences geared towards providing parents with information regarding NSI.
10. Actively supports the MPS Strategic Plan.
11. 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.)

High school diploma or equivalent

Experience Requirements

Experience in community education or related activities and experience in customer service.

Knowledge, Skills, and Abilities

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

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.

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.