



**POSITION DESCRIPTION**

<b>JOB TITLE: Alternative School Program Officer</b> Job Class: 1024		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Diversified Community Schools
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<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.)</p> <p>The Alternative School Program Officer serves as a liaison between Milwaukee Public Schools and the varied partnership schools with which the district contracts. The position represents, communicates and implements school district initiatives, contracts and policies concerning alternative and partnership schools, as well as, supports the partnership schools in the implementation of their educational program and compliance issues.</p>		

**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. Acts as a liaison between district offices and partnership schools. Provides support for and monitors partnership schools.
2. Provides technical advice and assistance to resolve problems or needs and analyzes data to determine solutions.
3. Facilitates monthly meetings with partnership school leaders. Confers with partnership school directors to help assess need for additional in-service education for MPS partnership school staff.
4. Serves on each partnership educational plan review team. Visits partnership schools to monitor contract guidelines and procedures. Monitors and reviews Performance Criteria Data with regards to the requirements of the contract. Facilitates the contract review process for partnership schools.
5. Works with Diversified Community Schools (DCS) Director, school leaders, district offices and the city attorney to create a model contract that is updated and relevant for the various types of alternative schools that DCS oversees.
6. Reviews all compliance items for accuracy and thoroughness. Reviews all audits for findings and resolutions. Provides written communications to schools about actions needed as a result of audit findings and provides support in rectifying the findings.

7. Collaborates with community agencies to provide information regarding opportunities available for students attending partnership schools.
8. Plans and facilitates Collaborative Time Planning Meetings with MPS partnership school teachers.
9. Works closely with schools and other departments to train for and create At Risk Report. Submits the At Risk Report to DPI annually.
10. Completes Teacher Evaluations for teachers assigned to Partnership schools. Works closely with DCS school counselor and para-professional to oversee MATC 118.15 program. Works closely with Student Service Coordinator around Behavioral Reassignments (BR) and Creative Option Seats (COS) enrollment at partnership schools.
11. Coordinates GED Option 2 program by working with coordinators to ensure schools align program with DPI requirements. Coordinates application and selection process for Project Direct Graduation (PDG) program.
12. Works closely with schools and the finance department to make contractual payments in an effective manner. Works with finance to review financial reports to ensure that schools are fiscally responsible. Monitors Title II funds and contracts. Works closely with finance and schools to ensure processes are followed for GED Option 2 and PDG budgets.
13. Works with schools and Labor Relations to ensure MOUs are submitted and align to schools' descriptions of GEDO2 and PDG programs.
14. Collects and monitors Individual Educational Training Plans (IETP). Facilitates the Alternative Education Grant. Creates Board Reports to support work.
15. Undertakes other projects as assigned that would help to achieve the mission of Diversified Community Schools.
16. Performs 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

**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.

Provides oversight and direction, as needed, to the Guidance counselor and para-professional in the department. Functional oversight of clerical 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.)

A Master's degree is required with a Wisconsin DPI license as a Director of Instruction (#10) or the ability to obtain certification within two years of appointment.

**Experience Requirements**

Position requires at least 5 years of experience as a certified teacher, preferably with alternative school experience.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are 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. An understanding of MPS contracts and the Alternative School process is required. Must be able to juggle numerous responsibilities and work with diverse groups.

**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, some travel between locations. *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.**