



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Associate III, ELO</i>	Last Revised/Approved: <i>5/2017</i>
Job Code:	Reports To: <i>Director, College and Career Readiness</i>
Office: <i>Office of Academics</i>	Department: <i>Extended Learning Opportunities</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>
Certificated/Classified: <i>Classified</i>	Probation: <i>1-year</i>

Position Summary/Purpose:

Supports projects within Extended Learning Opportunities that promote summer academic enrichment, credit recovery/acceleration and alternative programs.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Plans and promotes extended learning opportunities through publications, websites and social media.
- Collects and maintains data, compiles statistics, keeps records and prepares required reports relative to credit recovery, alternative programs and summer school.
- Organizes and maintains effective communication between partnering agencies, community members, school and district staff.
- Gathers and documents business requirements (Standard Operating Procedures) for district-wide distribution of resources.
- Develops, builds and supports reporting processes for Extended Learning Opportunities.
- Develops, builds and maintains automated data processes.

- Proctors student exams and assists with student enrollment related to alternative programs.
- Manages inventory control of all Extended Learning Opportunities materials and equipment.
- Independently manages time, priorities, budget, records and required paperwork while meeting deadlines.
- Monitors and supports equitable access and participation of different student groups participating in extended learning opportunities.
- Works collaboratively across departments and offices on extended learning projects.
- Successfully leads project teams through completion of projects.
- Attends required staff and district meetings.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's Degree in Education or a related field

Experience Requirements:

- One to three years of experience in serving a student population.

Knowledge, Skills and Abilities:

- Proficient in the use of computer applications, including Microsoft Office Suite, Qualtrics, and Visio.
- Excellent written and verbal communication skills, including the ability to make effective, professional presentations and trainings, and grant applications
- Proficient in the use of databases and/or Excel files with the ability to monitor data and generate reports
- Experience developing reports and automated data processes.
- Excellent teamwork skills are essential.
- Accuracy and clarity are essential.
- 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.

- Typical office or school 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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.

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