



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Associate II, Educational Resources</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>Regional Superintendent?</i>
Office: <i>Office of School Administration</i>	Department:

Compensation Information

Pay Grade:	Pay Range: \$
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Assists Administration in the creation and management of school-wide systems that ensure positive school culture, climate and improved student attendance. Collaborates with other staff members to carry out the school's academic and behavior programs. Provides structure, proactive leadership and the ability to work cooperatively with the principal/assistant principal, counselor, nurse, staff, students and parents towards maintaining a positive school climate.

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?*

- Coordinates plans and facilitates implementation of systems to promote positive school culture, climate and improved student attendance.
- Reviews school culture, climate and attendance data to gain a better understanding of school needs.
- Engages students in significant culture and climate activities that provide them with opportunity to apply their learning in meaningful contexts such as resiliency building, empathy, anger management, decision making, problem solving and self-assessment.
- Facilitates and instructs behavior and social-skill groups related to the culture, climate and attendance data within the school.

- Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate and helping students develop a positive self-concept.
- Monitors climate, culture and attendance data, maintaining a variety of records such as reports, activities, activity participation, goal setting and progress towards the goals.
- Resolves student behavior concerns in a fair and timely manner and maintains records of disciplinary or referral actions taken.
- Serves the school environment by being highly present and visible during school hours to ensure a positive school culture.
- Works with stakeholders (staff, parents, families and students) to address culture, climate and attendance issues, especially focusing on families who are disconnected from the schools by maintaining contact and developing student awareness of educational responsibilities.
- Demonstrates ability to motivate and communicate with students in a positive manner which will help students to increase positive interactions with staff and peers.
- Assists in discussing strategies and providing professional development to improve student performance, attendance and overall building environment.
- Supports the work of RtI/BIT Team for students in need of behavioral interventions.
- Coordinates activities for the parents to encourage active participation in the education of the students.
- Participates in special events and evening activities (graduation exercises, conferences, dances etc.) as requested by the Principal.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in a social services field is required, a master's degree is preferred

Experience Requirements:

- Three to five years of previous experience working with youth, particularly at-risk youth is required
- A knowledge of the area of Milwaukee and the ability to identify resources is desired

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required
- Strong planning and organizational skills and skill at organizing resources and establishing priorities
- Excellent teamwork skills are essential
- Accuracy and clarity are essential
- The ability to develop effective working relationships with diverse individuals at all levels is required
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required
- The ability to gather data, compile information and prepare reports is required
- Must be able to identify and utilize resources available within the community
- Knowledge of state and federal laws surrounding attendance is required
- Skill in human relations which demonstrates sensitivity to needs and concerns of others.
- Proficiency in Microsoft Office programs is required, experience working with databases, dashboards and customer satisfaction surveys is desired

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 with some local travel required

- Position will be required to work additional hours, outside of the normal business day as a regular part of the 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.

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.