



**POSITION DESCRIPTION**

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| <b>JOB TITLE: Contracted Schools Assistant</b>                                                                                                                                                                                                                                                                                                             |                                                                                                       |
| Job Class:                                                                                                                                                                                                                                                                                                                                                 |                                                                                                       |
| <b>DATE</b>                                                                                                                                                                                                                                                                                                                                                | Office of School Administration<br>Contracted Schools                                                 |
| <b>BARGAINING UNIT:</b>                                                                                                                                                                                                                                                                                                                                    | <b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non exempt |
| <b>Pay Schedule:</b> <b>Pay Range:</b>                                                                                                                                                                                                                                                                                                                     | <b>Management Approval:</b>                                                                           |
| <b>POSITION SUMMARY and PURPOSE:</b><br>Provides services and information to parents and students in need of alternative education. Maintains student records for contracted educational programs within the districts. Maintains high quality services for families through efficient and effective daily operations related to the alternative programs. |                                                                                                       |

**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. Provides guidance services and information to parents and students using the Office of Contracted School Services, to include interviewing families for their needs, processing applications and providing student records to alternative sites. Effectively communicates data with schools.
2. Coordinates the Milwaukee Area Technical College (MATC) Emerging Scholars program; recruits, registers and withdraws students. Assists with tracking student assessments, including the MATC entrance exam, WKCE and the ACT tests.
3. Maintains student records to include updating transcripts, entering and maintaining attendance records tracking truancy letters and ensuring correct program billing. Prepares student data reports for management.
4. Assists students with new school placements as necessary. Provides MATC with student records.
5. Monitors and maintains students' records for various special education contracted programs to include registering, entering attendance and grades into eSIS and transcript evaluation.
6. Secures and completes the official transcripts for parents and clients who are unable to obtain them, including out-of-state and foreign transcripts.
7. Reviews and processes referrals for the alternative sites. Encourages parents to enroll school-aged children into alternative education programs.
8. Assists the Office of Family Services during the open enrollment and three-choice process and during spring and summer registration.
9. Actively supports the MPS Strategic Plan.

10. 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 Program Officers (contracted schools).

**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.

N/A

**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.)

An associate's degree in business or a related field, a bachelor's degree is preferred.

**Experience Requirements**

Previous experience working in a high-volume customer service environment, knowledge of the school system and alternative programs is desired.

**Knowledge, Skills, and Abilities**

Effective oral, written and interpersonal communication skills are required. Bilingual (English/Spanish) skills are desired. The ability to problem solve with schools, parents and community members to positively affect the achievement of all students. Excellent organizational and time management skills are essential. PC experience with knowledge of MS Office software, internal MPS programs and databases. An understanding of the diversity of the alternative education population and the ability to work with diverse groups is required. Experience with transitioning students is preferred.

**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.**