



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Coordinator I, Culturally Responsive Practice</i>	<b>Last Revised/Approved:</b> <i>10/12/2017; 02/26/2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Director, Organizational Development</i>
<b>Office:</b> <i>Office of Innovation and Information</i>	<b>Department:</b> <i>Diversity and Inclusion</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Serves as a liaison between the University of Wisconsin-Milwaukee (UWM) and twelve Milwaukee Public Schools (MPS) and maintains open communications that ensures cohesion in program and coaching delivery. Ensures the grant is used with fidelity and promotes Culturally Restorative Practices for the new educators.

**Core Competencies:**

- Leadership
- Values synthesis
- 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?*

- Keeps Culturally Responsive Teaching/Practices work and school projects aligned with other MPS Equity projects.
- Develops with the UWM Culturally Responsive Practices facilitators and designs protocols to connect school leadership and staff with district equity work and resources.
- Supports the team of leaders and educators for partial release for meeting planning, professional development and coaching skills training.
- Reviews policies and programs to identify and facilitate the elimination of barriers impacting the under-represented students of color and gender-related classes in the classroom.
- Responsible for developing and integrating Culturally Responsive strategies into engagement programs.
- Responsible for measuring the success of the initiatives.
- Develops reports to track data necessary for UWM and MPS to successfully meet grant requirements.
- Conducts meetings both on and off MPS premises with internal and external resources in the interest of improving Culturally Responsive Practices and relationships. Fosters relationships with professional agencies and networks to enhance MPS's acquisition of diverse individuals.

- Develops positive, productive interaction among people and experiences of diverse cultural groups. Provides cultural awareness programs suitable for staff and students.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A bachelor's degree education and an educators certification from the Wisconsin Department of Public Instruction

### ***Experience Requirements:***

- Three to five years of experience in the delivery of diverse and culturally responsive educational materials.
- Knowledge of Culturally Responsive Practice frameworks
- Understanding of educational issues facing marginalized populations including, but not limited to: Race, Gender, Disabilities, Language, Religion, Gender Identity, Gender Expression and Non-Conformity.
- Experience serving in a leadership role is desired.
- Experience working with urban youth is required.
- Valid Wisconsin Administrator's/Supervisor's license (#10)
  - NOTE: Applicants that do not currently hold this license or have not completed a certification program awarding this license, may still qualify for the position if they enroll in and complete a certification program awarding the #10 License within 2 years. Until you complete the certification program, the District will request the license on your behalf upon appointment to the position for a maximum of two years.

### ***Knowledge, Skills and Abilities:***

- Demonstrated expert knowledge of culturally responsive practices/teaching.
- Effective presentation and facilitation skills; excellent interpersonal, analytical, and oral and written communication skills.
- Previous experience developing and delivering professional development is required.
- Demonstrated appreciation for people with diverse backgrounds, perspectives and identities and commitment to treat all colleagues and employees with dignity and respect.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare comprehensive 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
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

## **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 Resources.