



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Coordinator III, Black & Latino Male Achievement (Specialist I)</i>	Last Revised/Approved: <i>05/18/2017</i>
Job Code:	Reports To: <i>Superintendent</i>
Office: <i>Office of the Superintendent</i>	Department: <i>Black and Latino Male Achievement</i>

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

Position Summary/Purpose:

Collaborates with school staff to develop and implement professional development to create an internal and external infrastructure needed to guide Black and Latino males to achieve and perform at a level on par with their peers. Coordinates with various target schools to implement the Manhood Initiative designed to address the educational needs of Black and Latino males.

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?*

- Collaborates with school leaders and staff to implement professional development and instructional activities that contribute to a culture and climate where instructors actively engage Black and Latino males in meaningful learning experiences.
- Coordinates with the target schools to develop a Manhood Initiative designed to provide Black and Latino males with the tools to be successful in school and in life, for example role-modeling to create a cohesive and supportive group for students to learn, practice positive behaviors and overcome challenges.
- Identifies and selects, with the Office of Academics, the appropriate instructional resources to meet the needs of Black and Latino males.
- Works with the Black and Latino Male Achievement (BLMA) instructors to provide a safe and positive educational environment in which Black and Latino males can be actively engaged in the learning process.
- Works with BLMA Instructors to use research-based best practices in the classroom to engage students and to drive achievement.

- Ensures compliance with the required federal, state and local educational mandates, and the policies and procedures of the Milwaukee Board of School Directors.
- Provides regular updates on the progress of the BLMA program to the Director to be shared with senior staff, the superintendent and the Board of School Directors.
- Collaborates closely with the school leaders, other staff, external vendors and the community to ensure instruction supports the goals of the BLMA program.
- Utilizes tools and assessments to develop reports to show the success of the efforts and to track student progress.
- Works with the research staff to provide necessary data to the Wisconsin Department of Public Instruction and other entities.
- Attends seminars and other professional activities to learn about nationwide efforts toward BLMA.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Wisconsin certification in an appropriate field is required.
- Master's degree in Educational Leadership or Curriculum and Instruction from an accredited college or university is required.
- A Director of Instruction license (10) or ability to obtain within two years is required:
 - 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 Director of Instruction 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.
- Attainment of Additional course work in Afro –American and/or Latino studies is desired.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Three years of successful teaching experience in a K-12 setting and/or school/district leadership experience with particular focus in an educational environment for Black or Latino males.
- Previous experience coordinating work, planning and managing programs.

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Experience in the implementation and use of technology and automated systems for streamlining business processes is required.
- Must be capable and comfortable working with a diverse population.
- Must be able to compile relevant data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Must be able to identify resources.

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
- 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.

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