



**MILWAUKEE
PUBLIC SCHOOLS**

JOB ANNOUNCEMENT

PROFESSIONAL OPPORTUNITY

DEPARTMENT OF HUMAN RESOURCES

5225 W. VLIET ST.

P.O. BOX 2181

MILWAUKEE, WI 53201-2181

Administrative applications for the following position are being accepted by the Department of Human Resources by _____ p.m. on, _____. **A resume and three (3) letters of recommendation (not more than one (1) year old), must be attached to the completed application. Each letter must be signed by its author.** Appointment is subject to residency requirements, a criminal background check, a drug/alcohol test and credential verification. Non MPS employees must submit official transcripts confirming a Bachelor's Degree and a Master's Degree. No applications will be accepted after the deadline date and time. ***APPLY ONLINE FOR JOB OPENING # 30096 at www.milwaukee.k12.wi.us →employment →job opportunities → apply online administrative position and follow the link.***

Director of Parental and Community Engagement

BASIC FUNCTION: Plans, directs, controls and supervises district activities related to parental and community engagement for Milwaukee Public Schools (MPS) in alignment with the district Parent, Family and Community Engagement Framework.

MAJOR DUTIES AND RESPONSIBILITIES:

- Directs and supervises the major activities of the District Parent Resource Centers to include – planning and implementing parent trainings and workshops, providing access to community resources relative to families of the district.
- Supervise Parent Information Specialists evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Board of Directors.
- Establishes policies and procedures which are consistent with State Law, the directives of the Board of School Directors, the Executive Director of the office of Family Services and Superintendent to provide responsive and efficient service to parents on behalf of the District.
- Organize and ensure the implementation of district parent meetings. Serve as MPS parent and Community Engagement Liaison.
- Prepares the annual parent and community engagement budget, allocates resources and implements adequate control of the approved Parental and Community engagement budget.
- Formulates and establishes practices that ensure effective communications between the District, parents, students and the entire school community.
- Ensures that sound management and purchasing practices are adhered to and that the equipment, property, and funds under the control of the district are properly safeguarded.
- Attends School Board, Board Committee, community and administrative staff meetings as required.
- Provides staff development and training opportunities for district staff as necessary.
- Collaborates with community based organizations to complement and supplement the district's initiatives involving parental involvement and community engagement.
- Prepare reports for the Milwaukee Board of School Directors.
- Keeps abreast of current management techniques and the current trends and developments in parent and community engagement.
- Actively supports the MPS Strategic Plan
- Performs other duties as assigned

QUALIFICATIONS:

- Position requires a Master's degree in a human services field from an accredited college or university. or related field
- Three years experience working with families and community organizations.
- Experience in developing and managing budgets.
- Strong written and verbal communication skills.
- Flexibility to work an alternate work schedule including evenings and weekends as needed
- Valid drivers' license and properly insured vehicle available for use on the job
- Residency in the city of Milwaukee within one year of employment

APPLY ONLINE FOR JOB OPENING # 30096. For further information call Pepper LaMothe, Human Resources Coordinator – Recruitment and Staffing Services (Certificated) at (414) 475-8224 or email at lamothkp@milwaukee.k12.wi.us.

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.