



POSITION DESCRIPTION

JOB TITLE: Director, Community and Business Partnerships	
Job Class:	
DATE	Chief of Staff Community and Business Partnerships
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Pay Schedule: Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Collaborates and coordinates with Milwaukee Public Schools (MPS), local businesses and the community to build diverse partnerships for students. Oversees and directs a department that is solely focused on the development and maintenance of district partnerships, with the ultimate goal of supporting the students of MPS.	

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. Coordinates district and community events as directed by the senior staff and the Milwaukee Board of School Directors.
2. Oversees the daily operations of the MPS Foundation and the Milwaukee Education Partnership and reaches out to the facilitate partnerships with other community entities.
3. Develops partnerships for the district that include wrap-around services, violence prevention initiatives and other critical components of community education – fire and police departments and other community-based groups.
4. Facilitates relationships between businesses, community groups and non-profit organizations to organize and implement initiatives to support student achievement.
5. Maintains and reinforces existing relationships with financial supporters, service providers, educational partners, faith-based groups, parents and volunteers.
6. Establishes and evaluates goals and priorities and develops systems to support increased student achievement and success.
7. Facilitates meetings and training sessions and develops presentations on the relationship between business and community partnerships and student educational activities.

8. Assists in the development of marketing strategies and tools to highlight district initiatives and to promote business and community partnerships.
9. Uses data to inform decisions and to identify, promote and monitor promising practices.
10. Actively supports the MPS Strategic Plan.
11. 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 is provided by the Office of the Superintendent.

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.

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.)

A master's degree in an educational field is required.

Experience Requirements

Three to six years of experience in an environment that deals with developing community/business partnerships is required, public sector experience would be helpful.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and presentation skills are essential. Experience in and knowledge of Business Partnerships is necessary. The ability to write, create and review training and professional development programs. Flexibility and diplomacy are critical. Must be able to manage multiple initiatives. Extensive knowledge of national trends in the delivery of training to include technology and best practices. Demonstrated proficiency in work requiring the coordination of people and programs. Must be able to manage a budget. The ability to supervise staff 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.

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.