



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: Family Engagement Assistant Job Class:	
DATE	Chief of Staff Family, Community and Business Partnerships
Pay Range: \$	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Management Approval:	
POSITION SUMMARY and PURPOSE: Implements the Milwaukee Public Schools (MPS) Family Engagement Framework so that MPS staff and families have what they need to be equal partners in student achievement and school improvement.	

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 excellent customer service to families and the community. Assists with the marketing and outreach of MPS family engagement activities to ensure families are aware of programming available to them.
2. Coordinates and analyzes family needs assessments and works to use data in decision-making. Develops reports as necessary.
3. Clarifies district and school policies, procedures and practices to families, stakeholders and the community, and provides information to families with respect to services available within MPS.
4. Coordinates with business and community partnerships that will support family engagement as directed by supervisor.
5. Provides support and recruitment of volunteers when necessary.
6. Assists with the planning and implementation of the Parent Coordinator Roadmap and professional development activities.
7. Ensures standard implementation of all school-level family engagement activities as described in the MPS Family Engagement Framework.

8. Ensures all assigned schools are in compliance with Title I, board policies and MPS Family Engagement Framework.
9. Develops tools and processes to help in implementation of school-level activities by Parent Coordinators. Develops and implements regionally-based training and coaching for Parent Coordinators.
10. Provides Parent Coordinators and schools with support as it relates to parent and family engagement activities, including family event planning and coordination.
11. Monitors activities and serves as a point of contact for Parent Coordinators within region through monthly reporting and monthly site visits.
12. Coordinates monthly Superintendent Family Roundtables on a rotating basis based on location.
13. Provides opportunities for representatives from each assigned school to attend District Advisory Council meetings.
14. Staffs the District Family Centers and serve as liaisons to families and partners using that space.
15. Develops and implements the Family Empowerment University:
 - a. Produces course catalogs with workshops offered,
 - b. Develops tracks or institutes around specific, high-demand topics,
 - c. Maintains relationships with partners providing different workshops,
 - d. Schedules workshops at schools or District Family Centers,
 - e. Facilitates MPS trainings for families,
 - f. Works with families to develop trainings for MPS staff.
16. Supports and facilitates District Advisory Council meetings
17. Performs other duties as assigned.
18. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Family and Community Engagement Specialist

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, Coordination of work only

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.)

High school diploma or equivalency required; a bachelor's degree or other post-secondary college is preferred.

Valid drivers' license and properly insured vehicle available for use on the job.

Experience Requirements

At least one year of experience working in a customer-focused environment with an emphasis on building relationships through community outreach.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. 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 reports is required. Must be mobile and work remotely at multiple school and family center locations on a daily basis. Must be knowledgeable of district and community resources and services.

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. Frequent travel to school locations throughout Milwaukee. Must be able to work a flexible schedule to include some evening and weekends.

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.