



**MILWAUKEE PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES**

POSITION DESCRIPTION

JOB TITLE: Information Specialist, Title 1 Job Class: 3468	
DATE	Office of Student and Family Services Title 1
BARGAINING UNIT: Local 1616	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Coordinates activities within the Title 1 department to ensure that information concerning Title 1 initiatives is communicated to parents and the community.	

Major Duties & Responsibilities: 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. Plans, organizes and executes responsibilities pertaining to the involvement of parents/guardians of students and assist parents in navigating the Title I program.
2. Provides schools with support related to parent involvement.
3. Provides parents, school staff, community organizations and other stakeholders information and resources regarding legal mandates associated with the provisions of educational services.
4. Provides assistance with the MPS procurement process for the non-public schools.
5. Maintains data on spreadsheets and other formats and generates reports as requested.
6. Communicates student and family needs with principal, staff, PTA/PTO and the community.
7. Coordinates parent involvement and resources with the parent groups within Milwaukee Public Schools (MPS) and with parent groups within the community.
8. Clarifies district and school policies, procedures and practices to parents, stakeholders and other constituents.
9. Provides information to parents with respect to services available within MPS.
10. Utilizes the Parent Dispute Resolution System when helping to resolve parent complaints.
11. Collaborates with Title I Parent Coordinators to provide effective and relevant parent involvement activities.

12. Attends professional development activities in order to remain current relative to the policies and procedures of MPS, as well as identify resources and best practices.
13. Participates on task forces and committees that will enhance the effectiveness of the Parent Information Center.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

Regular supervision provided by the Title 1 Coordinator

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

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 equivalent, an associate's degree is preferred.

Experience Requirements

Previous experience in community education or related activities and experience in customer service. Public sector experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills. The ability to problem-solve with schools, parents and community members is required. Must be able to work with a diverse population with varying needs. Proficient MS Office skills, with experience using Excel and database software. A knowledge of MPS is desired.

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.

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.

Must be able to sit, stand and handle light lifting.

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.