



POSITION DESCRIPTION

JOB TITLE: Manager,-Office of Family Services	
Job Class: 0356	
DATE	Office of Family Services Student Services
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Supervises the district’s discipline process, student registration process, various district enrollment processes and management of the district’s central student records. Works with school principals and other departments to provide support, technical assistance and professional development in the area of student services. Responds to requests for data from various departments, responds to record requests both from internal and external sources and assists in the design and implementation of new technology to support student computerized records, student assignments, immunization compliance, determination of residence, foreign student assignments, data base maintenance and waivers of attendance.</p>	

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. Supervises the major activities of the Office of Family Services, to include –the school selection process; pupil assignment; maintaining student records and processing student discipline.
2. Provides guidance regarding policies and procedures which are consistent with State Law, the directives of the Board of School Directors and the Superintendent and provides responsive and efficient service on behalf of the Director of Office of Family Services.
3. Formulates and establishes practices that ensure effective communications between the District and parents, students and the entire school community.
4. Oversees the pupil assignment process, including provision of liaison service with the suburban school districts participating in the inter-district Chapter 220 Program.
5. Attends School Board, Board Committee, community and administrative staff meetings as required.
6. Provides staff development and training opportunities for department personnel.
7. Collaborates with community based organizations to complement and supplement the district’s initiatives involving student services.
8. Keeps abreast of current management techniques and the current trends and developments in student services through attendance at conferences and seminars and reading current literature.

9. Manages personnel, to include work allocation, training and problem resolution.
10. Supervises and coordinates the maintenance of the central file of student records.
11. Assists in the design and implementation of technology to support services and programs to families.
12. Respond to requests for student records/information and subpoenas.
Supervises immunization compliance, determination of residency process, foreign exchange student assignments, attendance waivers, assists with student expulsion cases, processes student transfer requests and assists with walk in patrons.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

Direction provided by the Executive director, Office of Family Services

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.

Secretaries and Student Services and Assignment Coordinators.

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.)

The position requires a Master's degree in an educational field and Wisconsin Department of Public Instruction certification as an administrator (i.e. 10, 51 or 80).

Experience Requirements

Five years experience as a fully certified tenured teacher and/or experience as an administrator in a K-12 setting.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is desired. 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, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports 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, occasional travel to other MPS locations

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.