



POSITION DESCRIPTION

JOB TITLE: Manager, Parent and Community Engagement Job Class:	
DATE	Office of Family Services Parent and Community Engagement
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: 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.	

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. Directs and supervises the major activities of the District Parent Resource Centers to include planning and implementing parent trainings and workshops and providing access to community resources relative to families of the district.
2. Supervises Parent Information Specialists by 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.
3. 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.
4. Organizes and ensures the implementation of district parent meetings. Serves as the MPS Parent and Community Engagement Liaison. Ensures effective and meaningful engagement activities are provided.
5. Prepares the annual parent and community engagement budget, allocates resources and implements adequate controls of the approved Parental and Community engagement budget.
6. Formulates and establishes practices that ensure effective communications between the District, parents, students and the entire school community.
7. 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.
8. Attends School Board, Board Committee, community and administrative staff meetings as required.

9. Provides staff development and training opportunities for district staff as necessary.
10. Collaborates with community based organizations to complement and supplement the district's initiatives involving parental involvement and community engagement.
11. Prepares reports for management or the Milwaukee Board of School Directors as necessary.
12. Keeps abreast of current management techniques and the current trends and developments in parent and community engagement.
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.)

General direction provided by the Executive Director, Parent and Student 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.

Supervises the Parent Involvement Specialists and assorted volunteers

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 bachelor's degree in a human services or related field from an accredited college or university; a master's degree is preferred.

Experience Requirements

At least three or more years of experience working with families and community organizations.

Knowledge, Skills, and Abilities

Effective written and verbal communication skills and demonstrated leadership skills are essential. Incumbent must be flexible to work a flexible/alternate schedule to including evenings and weekends as needed. The ability to lead and execute projects at the district level. Must be able to work with a diverse group of people and be committed to equity and multiculturalism. Experience using technology to include MS Office software, spreadsheets and email programs. Knowledge of involvement activities for parents and the community is necessary. Knowledge of community resources is necessary.

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.

