



POSITION DESCRIPTION

JOB TITLE: Para-Professional – Parent Engagement Job Class:			
DATE	Office of Family Services Department of Parental Engagement/School-based positions		
Pay Schedule: Pay Range: \$	<table border="1"> <tr> <td>FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt</td> </tr> <tr> <td>Management Approval:</td> </tr> </table>	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	Management Approval:
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POSITION SUMMARY and PURPOSE: Engages in activities which support and individualize the teaching-learning process in the Milwaukee Public Schools. Works to develop strong parental connections to the school.			

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. Meets with principals, teachers and other school personnel to discuss strategies for improving parental engagement and school-family partnerships.
2. Greets parents and community members who enter the building and assists them in reaching their destination.
3. Works closely with other members of the parent component in carrying out the development, implementation and assessment of the Title I Educational Plan.
4. Engages in activities which promote communication and understanding between the parent, school and the community.
5. At the request of the principal or the designees, plans and holds ongoing activities that attract and retain parents-families to the school.
6. Develops and conducts training for parents/families and volunteers that will enable them to work more effectively with their children in order to raise achievement and close the achievement gap.
7. Assists in developing and maintaining parent centers at the school for the dissemination of information, resources and training.

8. Engages in activities designed to broaden self-awareness of effective strategies for working with parents such as reading literature, attending in-services and/or classes/seminars. Uses strategies in training and dissemination of information to parents/families
9. Support schools in carrying out parental activities. Attends and participates in School Governance Council meetings.
10. Works closely with universities, churches and community agencies to provide support to parents.
11. Attends meetings as requested.
12. Actively supports the MPS Strategic Plan.
13. 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 provided by the school leadership.

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.)

The position requires completion of sixty (60) college credits from an accredited institution.

Experience Requirements

Previous experience working as a part of parent organizations to include governance council, PTA/PTO or Title 1 programs. Familiarity with school routines, programs and resources would be helpful.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. 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. 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.

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.

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