



POSITION DESCRIPTION

JOB TITLE: District Parent Involvement Coordinator Job Class: 0901	
DATE	Office of Family Services Parent Services
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: Coordinates parent involvement for Milwaukee Public Schools (MPS). Supervises the daily operation of the Parent Involvement Center.	

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. Manages and coordinates parent involvement for Milwaukee Public Schools (MPS). Creates a district strategic plan for family and community engagement.
2. Organizes and implements the all parent meetings to include the Region Parent Meetings, the District Advisory Council Meetings, the Parent Coordinators' meetings and any other meetings for the district that involve parental involvement. Attends meetings as a representative for MPS.
3. Manages the parent involvement Corrective Action requirements.
4. Facilitates training and provides support for parent involvement within MPS. Plans and coordinates opportunities for parents to attend parent involvement activities to include the Department of Public Instruction Parent Leadership Conference, US Department of Education trainings and the Region V Elementary & Secondary Educational Association Conference and Title I Conference.
5. Collaborates with the community to ensure effective and meaningful engagement of families and other MPS partners. Involves other departments in meetings and committees to ensure parental involvement is imbedded throughout the district and within departmental programs.
6. Attends meetings and writes/maintains necessary reports and databases. Responds to formal and informal complaints and responds to written complaints that come in to office through the Superintendent.

7. Supervises personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
8. Monitors the compliance with the Title I parental involvement requirements.
9. Serves as a member on the Comprehensive Literacy Plan (CLP) workgroup and other district initiatives and develops materials as needed to support the initiatives from the parental perspective.
10. Provides family and community resources for involvement. Supervises the services provided at the Wheatley Parent Resource Center and monitors donations to the center.
11. Actively supports the MPS Strategic Plan.
12. 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 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.

Total supervision for nine staff members 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.)

Position requires a bachelor's degree

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication skills and demonstrated leadership skills are essential. Knowledge of involvement activities for parents and the community is necessary. 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.

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.