



PARENT INVOLVEMENT COORDINATOR, OFFICE OF FAMILY AND STUDENT SERVICES

The eligible list resulting from this examination may be used to fill similar Milwaukee Public Schools positions.

The Parent Involvement Coordinator position reports to the Office of Family and Services. The salary range is \$ annually, with excellent benefits.

Nature of Work:

Coordinates and supports parent engagement for Milwaukee Public Schools (MPS).

Essential Functions:

- Provides guidance and support to school based parent coordinators in activities which promote communication and understanding between parents, school and community.
- Provide school based parent coordinators with training and support as it relates to parent involvement.
- Facilitates training and provides support for district level parent engagement activities.
- 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 engagement is imbedded throughout the district and within departmental programs.
- Implement activities of the District Parent Resource Center to include – planning and implementing parent trainings and workshops, providing access to community resources relative to families of the district, developing new and innovative Parent Center programming, and engaging in community outreach around Parent Center programs and services.
- Organize and ensure the implementation of district parent meetings. Attend meetings as a representative for MPS.
- Plan, organize, and executive responsibilities pertaining to the involvement of parents/guardians of regular and special education needs students, and assist parent of regular education students to navigate the MPS school system.
- Clarify district and school policies, procedures and practices to parents, stakeholders, and other constituents. Respond to formal and informal complaints.
- Participate on task forces and committees that will enhance the effectiveness of the Parent Centers.
- Attend professional development activities in order to remain current relative to the policies and procedures of MPS, as well as resources and best practices.
- Attends meetings and writes/maintains necessary reports and databases.
- Manages personnel, to include work allocation, training, and problem resolution.
- Monitors the compliance with the Title I parental involvement requirements.

Minimum Qualifications:

- Degree in a human services field from an accredited college or university *A copy of college transcript(s) must accompany your application*
- Three years of experience working with families and/or community organizations
- Flexibility to work an alternate work schedule including evenings and weekends as needed
- Valid drivers' license and properly insured vehicle available for use on the job (travel reimbursement provided)

Desired Qualifications:

- Bachelor's degree in a human services field from an accredited college or university
- Experience working in an urban school environment

Application Deadline:

Note: Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities Required:

- Experience supervising staff
- Effective oral and written communication skills
- Experience developing and presenting workshops
- Knowledge of involvement activities for parents and the community
- Ability to lead and execute projects at the district level.
- Demonstrated leadership skills
- Sensitivity to confidential information
- Ability to work with a diverse group of people and be committed to equity and multiculturalism
- Ability to self-manage, prioritize appropriately and work independently
- Excellent planning and organizational skills
- Skill at organizing resources and establishing priorities
- Ability to manage numerous responsibilities with varying deadlines
- Skill in gathering data, compiling information and preparing reports
- Excellent teamwork skills
- Knowledge of computer applications to include MS Office software spreadsheets, email programs and the portal

Application Process:

To apply for this position you must complete the [attached application](#) . The application may be completed on line, but must be printed, **signed** and returned with a current résumé and an official college transcript(s) before the deadline to the Milwaukee Public Schools, Staffing Services (Classified), Room 128, Central Services, 5225 West Vliet Street, Milwaukee Wisconsin (mailing address P.O. Box 2181, Milwaukee, WI 53201-2181). Incomplete or late applications will not be considered. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the District are met. Qualified applicants will be notified of the date, time and place of the examination. If you have questions regarding the position or the application process, please call Janet Cleary, Manager of Staffing Services (Classified) at 475-8218.

The selection process will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Office of Human Resources reserves the right to call only the most qualified candidates to oral and performance examinations. *Applicants with a disability requiring reasonable accommodation in the application process should notify Staffing Services (Classified).*

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.