



POSITION DESCRIPTION

JOB TITLE: Parenting Youth Program Coordinator Job Class:	
DATE	Chief Academic Office Special Services
BARGAINING UNIT: MTEA	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: varies	Management Approval:
POSITION SUMMARY and PURPOSE: Works collaboratively with district staff to support compliance with and implementation of the district Parenting Youth Program. Coordinates services amongst district departments and ensures access to services and educational opportunities for students in the program. Creates reports documentation needed for submission to the Department of Public Instruction.	

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. Works collaboratively with district staff to provide services and guidance to the Parenting Youth Program (PPYP) within the Milwaukee Public Schools (MPS).
2. Plans and presents monthly meetings addressing the needs of the students.
3. Coordinates services to serve the identified students. Conducts conferences with students new to the program to explain rules and regulations.
4. Assists and supports in the development of special services and ensures the educational objectives of MPS are maintained while meeting the needs of the student population.
5. Interprets the requirements of the program and other applicable state rules and regulations. Serves as a resource for district employees on questions.
6. Serves as a liaison between district and school-based staff in the program.
7. Coordinates work of the paraprofessionals who serve the youth in the program.
8. Oversees data quality projects needed for reporting internally and to the Wisconsin Department of Public Instruction.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

Requires general supervision. Plans and arranges own work, utilizing supervisor for advice.

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.

Provides functional leadership to staff involved in the PPYP activities at assigned schools.

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.)

A Master's degree in education or a related field.

Experience Requirements

At least three years of successful teaching, guidance or social work experience is required. Previous experience in a large, urban district is preferred.

Knowledge, Skills, and Abilities

Position requires strong oral and written communications skills and good presentation and interpersonal skills in order to deal effectively with diverse populations. Mediation, collaboration and leadership skills are critical. Must be able to analyze and solve problems. Computer proficiency is required; the ability to manipulate data and produce reports. The ability to work with a variety of groups is required. The ability to manage multiple projects with varying deadlines is required. MS Office experience to include word processing and spreadsheet applications is required. Initiative and the ability to be proactive in an ever-changing environment 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.

Typical office environment with frequent travel to other locations. Occasionally working with no assigned space.

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.