



**POSITION DESCRIPTION**

<b>JOB TITLE: Project Director, Safe Schools/ Healthy Students</b> Job Class:		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Grant Position Safe Schools/Healthy Students	<b>DIVISION</b> Diversified Community Schools
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Oversees the Safe Schools/Healthy Students Initiative grant through coordination with Milwaukee Public Schools' (MPS) administrators and other staff, community resources, other non-public schools and higher education resources to ensure the grant is operating appropriately and covering the needs of the Milwaukee School District.</p>		

**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. Initiates, coordinates and facilitates School Safety/Healthy Students (SS/HS) plan of community intervention activities focused on improving safety and health for youth in participating Milwaukee Public Schools and participating non-public schools. Facilitates the SS/HS Core Management Team.
2. Manages relationship building, communication skills, and negotiates various proposals and agendas with community groups and city leaders.
3. Works directly with the Superintendent, district administrators, union leadership, principals, school staff and community resources in development and implementation of policies relating to health, safety and discipline issues.
4. Works to sustain the SS/HS initiative beyond grant funding. Oversees budget and proper expenditures of SS/HS grant funds.
5. Oversees contracts with community partners to ensure proper implementation in accordance with MPS policy and guidelines. Works with MPS Central Service Administration to coordinate services provided to schools.
6. Recommends for hire, facilitates training, and supervises project staff; ensuring that all programs are implemented, staffed, and evaluated according to plan and following grant guidelines.

7. Facilitates thorough Safety needs assessments with all participating schools and serves as liaison to the safety initiatives coordinator. Aligns programming with safety initiatives in the district. Serves as a liaison to Federal Project Officer.
8. Works with project evaluator to develop a comprehensive Evaluation Plan; analyzes and summarizes results bi-annually with the evaluator. Prepares reports for federal grant contacts, as well as school board and other community groups.
9. Facilitates the development of and dissemination of promotional materials for the program with assistance from staff and partners.
10. Implements and revises, as appropriate, program and staff policies, procedures and maintains staff folders with current information.
11. Attends required SS/HS federal meetings.
12. Plans and develops yearly budget proposal; works in collaboration with other partners and Project Officer for overall grant financial reporting. Works with the Milwaukee Public Schools Office of Finance & Operations and follows district policy to facilitate contract development for specified services to support the SS/HS elements.
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 Director, Diversified Community Schools.

**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.

Oversees the work of 3 staff members and coordinates the work of others on a project basis.

**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 is required with a Wisconsin DPI license as a Director of Instruction or the ability to obtain certification within two years of appointment.

**Experience Requirements**

Position requires at least 5 years of experience as a certified teacher, preferably with a large, urban school district.

**Knowledge, Skills, and Abilities**

The position requires effective oral and written communication and presentation skills. Evidence of effective networking and facilitation skills among diverse groups and agencies is necessary. Experience working with schools, law enforcement and human service agencies toward common goals. Experience with children and families with special needs, especially in school settings is necessary. Familiarity with school safety initiatives and experience with, or knowledge of research based alcohol/drug abuse prevention strategies is desired. Experience with, or knowledge of mental health/public health needs, service and promotion. Knowledge of minority populations and needs is necessary for success in the role. The ability to complete complex tasks and synthesize outcomes for concise reporting is required. Intermediate computer skills to include MS Word and Excel programs necessary. Experience with effective public relations and marketing strategies and initiatives is helpful. Excellent problem solving and crisis management skills are essential. Must have skill in prioritizing activities; for self and for others.

**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.**