



**POSITION DESCRIPTION**

<b>JOB TITLE: Student Retention Specialist</b>	
Job Class:	
<b>DATE</b>	Chief Academic Office Career and College Readiness
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range: \$</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Provides implementation oversight and coordination of alternative education programs for students identified as needing additional support in achieving high school graduation. Works with district and school leaders to support the use of early warning system tools to identify students in need of additional support. Identifies and develops strategies with schools to meet student needs. Monitors and reports on implementation efforts.</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. Develops and oversees alternative education program offerings to include high school credit recovery and General Education Development Option #2 (GEDO2) programs.
2. Monitors and provides technical assistance to schools implementing academic intervention strategies with particular attention to equitable participation and program performance.
3. Supports other district initiatives to support students at risk for not graduating to include grant opportunities and partnerships with other educational and community agencies. Communicates with school and district leaders to build program understanding and support.
4. Identifies and uses data tools to provide early identification of students in need of academic intervention.
5. Maintains and completes paperwork as required. Provides district-level reports on students and school progress.
6. Engages principals, teachers, parents and students to achieve student needs.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

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

**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.

General supervision provided by the Director, College and Career Readiness.

**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 bachelor's degree in education resulting in high school certification and an additional license (952) is desired. A master's degree in education with an emphasis on Curriculum and Instruction is required. An administrator's license from the Wisconsin Department of Public Instruction (#10) or the ability to obtain license within two years of hire.

**Experience Requirements**

Five years of fully-licensed teaching experience is required, experience implementing student interventions and alternative programs is desired. Must have urban education experience.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential.

**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.**