



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Coordinator II, Community Schools (Community Schools Project Coordinator II)</i>	Last Revised/Approved: <i>October 2018</i>
Job Code: <i>TBD</i>	Reports To: <i>Chief of School Administration</i>
Office: <i>Chief School Administration Office</i>	Department: <i>School Administration</i>

Compensation Information

Pay Grade: <i>07A</i>	Pay Range: <i>\$62,446 – 90,530</i>
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Develops, directs and manages implementation of the district's community schools model. Serves as co-backbone to the Milwaukee Community Schools Partnership, a collaboration with United Way. Supports multiple schools in the implementation and consults with central office staff on the model.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

1. Oversees the implementation of the community schools model at selected schools in collaboration with co-backbone organizations, including serving as leadership for Milwaukee Community Schools Partnership on behalf of MPS.
2. Creates strategic and sustainability plans for the partnership.
3. Supports community school leaders, coordinators and general staff at all community schools. Develops onboarding, training and professional development plans. Solves problems and supports work within community schools.
4. Provides leadership and consultation on partnership planning and design. Serves as a liaison to United Way and other members of the partnership. Facilitates development and implementation including convening of citywide leadership team.
5. Serves as internal expert and consultant on community schools model and other collective impact work. Ensures central services departments that interact with community schools have an understanding of the model and are leveraging and aligning their work to support implementation.
6. Leads city-wide dialogue for the initiative, securing additional funding opportunities, new partners, and national recognition of efforts.
7. Prepares reports, proposals and communications on behalf of the community schools partnership for internal and external stakeholders.
8. Manages partnership budget and contracts for community schools.
9. Fundraises for operational and programmatic needs of the partnership with development staff at United Way and Milwaukee Public Schools.

10. Builds local and national partnerships with the Coalition for Community Schools and the Wisconsin Community Schools Network.
11. Works closely with research and external evaluators to ensure that progress monitoring and data for evaluation is moving forward.
12. Provides exceptional customer service through positive communication and fostering a welcoming environment.
13. Actively supports the MPS Strategic Plan.
14. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in a relevant field (social work, communications, human services, education, etc.) required, a master's is preferred.

Experience Requirements:

- At least 4 years' experience in community relations, non-profit management, marketing, social work, education or social services, including at least one year of experience working with families or in community outreach to families.
- Experience working in support of a community schools model is highly preferred.
- ***A combination of education and experience may be considered.***

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Experience managing budgets is preferred.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.

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 with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

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.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises

during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.