



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Coordinator III, Family Advocacy</i>	Last Revised/Approved: <i>August 2023</i>
Job Code:	Reports To: <i>Director, Business & Community Partnerships</i>
Office: <i>Chief of Communications and School Performance</i>	Department: <i>Business & Community Partnerships</i>

Compensation Information

Pay Grade: <i>8A</i>	Civil Service: <i>Y</i> Probation period: <i>Y</i> Length: <i>1 year</i>
FLSA Status: <i>Exempt.</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Executes the district's family and community engagement framework, programs and initiatives to ensure families have the ability to serve as equal partners with schools and the district in their child's educational process. Works closely with families to help them navigate through the district discipline process to ensure they have a clear understanding of state statutes, the MPS Code of Conduct, and other relevant district policies and procedures. Connect families with resources to support student achievement and behavior interventions.

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. Serves as parent representative at discipline hearings to help families clearly understand the disciplinary and hearing process.
2. Meets with parents and students and directs them accordingly to appropriate school personnel for resolution of issues and concerns; changing school placements, obtaining work permits, etc.
3. Establishes and maintains effective and cooperative working relationships with Student Services, Office of Board Governance, Schools (Social Workers/ Parent Coordinators) and governmental agencies as an advocate for MPS students and families.
4. Connects families with district and community resources to support student achievement and behavior interventions.
5. Effectively communicates state statutes and district policies to families.
6. Serves as Parent Dispute Resolution System administrator.
7. Develops programming to educate families on the district code of conduct and restorative practice resources.
8. Works closely with independent hearing officers on expulsions, reinstatements and to ensure appropriate educational services are provided.
9. Actively supports the MPS Strategic Plan.
10. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A master's in social work and certification as a school social worker in the state of Wisconsin (license 7050) OR five or more years of experience in community relations, non-profit management, social work, counseling, education or social services.

Experience Requirements:

- Three or more years of experience working with families or in community outreach to families.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Must be able to work collaboratively with a diverse group of people, at all levels of the organization.
- Skilled at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- 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 is required.
- Must be able to effectively manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.
- Effective conflict/dispute resolution skills required.

Working Environment:

- 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 meetings, home visits and events are required as a part of the job or other duties as assigned.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

Physical Demands:

- General office environment.

Equal Opportunity:

Nondiscrimination

No person may be denied admission to or participation in the benefits of any public school in the Milwaukee Public Schools, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity, because of the person's sex, gender, gender identity, gender expression, gender nonconformity, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other characteristic protected by applicable law, including without limitation by enumeration: section 118.13, Wis. Stats.; Title IX of the Education Amendments of 1972 (sex); Title VI of the Civil Rights Act of 1964 (race, color, and national origin); and section 504 of the Rehabilitation Act of 1973 (disability). The district may operate single-gender schools and/or provide single-gender classes, in accordance with sections 118.13(1) and 120.13(37m), Wis. Stats.

Milwaukee Public Schools is committed to equal employment opportunity and non-discrimination, as required by the law for all individuals in the MPS workplace regardless of race, color, ancestry, religion, gender, gender identity, gender expression, gender nonconformity, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic or legally protected activity, such as participation in the complaint process. MPS will not tolerate illegal treatment based on a protected characteristic or activity.

Discrimination complaints in educational or employment policies and practices shall be dealt with in an expeditious and forthright manner. The superintendent shall establish procedures to process alleged discrimination complaints to implement administrative policy.