



Job Information

Job Title: <i>Coordinator I – Community Literacy (Mobile Pop-Up Book Shop)</i>	Last Revised/Approved: July 2022
Job Code: TBD	Reports To: <i>District Library Media Specialist</i>
Office: Office of Academics	Department: <i>Curriculum & Instruction</i>

Compensation Information

Pay Grade: 06A	Pay Range: \$67,207- 96,799
FLSA Status: Non-Exempt	Term of Employment: FT

Position Summary/Purpose:

Provides support to all areas within the Chief Academic Office by implementing administrative systems, procedures and policies, and monitoring and executing large scale projects. Major tasks will focus on the management of the Mobile Pop-Up Book Shop including programming and community outreach. Plans, prioritizes and organizes diversified workload, recommends changes in office practices or procedures.

This position is funded by grants through summer 2024.

Core Competencies:

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

Essential Functions/ Core Competencies:

- Organizes and leads the daily operations of the Mobile Pop-Up Book Shop.
- Facilitates communication and relationship building with community partners.
- Markets and promotes the Mobile Pop-Up Book Shop.
- Relieves management of administrative detail, for all assigned projects.
- Assists management with administrative projects and works independently or as part of a team to see projects through to completion.
- Provides support with all aspects of preparing board items.
- Creates functions such as meetings and large events.
- Represents the Mobile Pop-Up Book Shop at media events.
- Assists with writing grant proposals.
- Creates professional development opportunities for staff.
- Maintains library equipment, requisitions supplies, participates in inventory control, publicity preparation, ordering books and other materials.
- Creates and leads events for students and community partners.
- Performs desktop publishing, creates and develops visual presentations for the department.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements

- Bachelor's degree in education or business is required.
- A fully-licensed teacher with a license from the Wisconsin Department of Public Instruction is preferred.
- ***A combination of education and experience may be considered.***

Experience Requirements

- Three years of experience in a library or literacy setting is required.
- Experience working with teams and coordinating large projects.
- Must be able to speak distinctly to small and large groups of people.
- Must have a driver's license and insurance and must maintain such throughout employment.

Knowledge, Skills, and Abilities

- Effective oral and written communication skills and presentation skills are essential.
- Flexibility and diplomacy are critical.
- Must be able to manage multiple initiatives.
- Ability to work with teams and coordinate large projects is required.
- Must be able to clearly communicate and complete tasks in a timely manner.
- Takes a proactive and creative approach when solving problems.
- Knowledge of and ability to prepare reports and statistics regarding events, distribution and usage for presentation to stakeholders.
- Must respect confidentiality and address situations with sensitivity and consideration of others.
- Must value diversity, appreciating and leveraging the capabilities, insights, and ideas of all individuals.
- Must have strong public service focus making students and their needs the objective of one's actions.
- Must be able to speak distinctly to small and large groups of people.

Working Environment:

- Must be able to drive large van/vehicle in various weather conditions.
- Position requires travel throughout the city of Milwaukee.

Physical Demands:

- Must be able to lift 50 pounds
- Must be able to lift, move and rearrange items

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.