

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Education Specialist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Resident Services	Resident Services Manager

CLASS SUMMARY:

This position is responsible for providing case management to students and families. Responsibilities may include developing educational plans; preparing referrals for services or resources; and conducting visits with schools and families.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Develops educational plans with families, including: placing children in appropriate schools; conducting meetings with students performing poorly in school; ensuring regular school attendance and graduation; and promoting parental involvement in child education.
2.	Prepares referrals for families that require tutoring, educational, and other services.
3.	Conducts visits with schools and families to ensure academic success of children.
4.	Assists students in application process for college, applying for financial aid, and performing other tasks.
5.	Provides mentorship and crisis response services to students at risk of being suspended or dropping out of school.
6.	Maintains case notes and uses case management database to track family and student progress and outcomes.
7.	Provides information regarding educational and other programs to families and others.
8.	Plans and promotes academic recognition programs and other education-related activities for students.
9.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate's degree in Social Work or related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Educational plan development;
- Community-based resources, programs, and services offered;
- Standardized test requirements;
- Financial aid forms;
- Principles and practices of mentoring students;
- Crisis response practices;
- Federal, state, and local laws, rules, and regulations;
- Case management principles and practices; Department programs and operations.

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Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Developing educational plans;
- Referring families to appropriate services;
- Mentoring students;
- Responding to student crises;
- Planning events and activities
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, clients, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR