



POSITION DESCRIPTION

JOB TITLE: Program Coordinator – Technical Education Job Class: 0115		
DATE Updated	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: The Technical Education Initiative Program Coordinator is responsible for the design, development, interpretation, and evaluation of trade and technical education, including development, interpretation, dissemination and evaluation of the curriculum for the Milwaukee Public Schools.		

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. Provide leadership for the design, planning, and development of the new technical high school.
2. Merge existing advisory and organizational decision-making processes into a single steering committee composed of all stakeholders to oversee the management of the technical education program.
3. Coordinate program development and other tasks needed to support curriculum alignment, development, assessment, and instructional improvement.
4. Provide leadership in the implementation of system-wide policies and practices related to curriculum, instruction, facilities, articulation and staffing.
5. Work with schools to implement Board and D.P.I. mandates.
6. Work with principals to establish and maintain quality trade and technical programs, elementary through high school.
7. Work with school instructional staff, technical college and university faculty, engineers and technicians from industry identify needs, set goals, and evaluate progress in matters pertaining to program and curriculum alignment and adaptation to skill standards.
8. Work with high school principals in providing instructional supervision, support, and leadership for trade and technical teachers.

9. Identify staff training needs and coordinate professional development activities necessary to help teachers and support staff in the delivery of quality programs.
10. Provide leadership in the development of partnerships, e.g. business, industrial, and community organizations, two and four year vocational and technical institutions, local industries and trade unions, governmental agencies.
11. Work with local, state and national organizations to assure timely implementation of current research and policy issues.
12. Work with partners to create effective approaches for marketing technical career opportunities, including innovative ways of informing parents and students.
13. Coordinate and supervise the driver education program.
14. Actively supports the MPS Strategic Plan.
15. 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.

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.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. 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, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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.