



OHC – Administration Building  
 5225 West Vliet Street  
 P. O. Box 2181  
 Milwaukee, WI 53201-2181  
 Area 414: 475-8205

**POSITION DESCRIPTION**

<b>JOB TITLE: Principal Coach</b> Job Class:	
<b>DATE Updated</b>	<b>High Schools</b>
<b>Varies</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)          Manages and coordinates the reform efforts at Washington High School under the supervision of the building principal. Provides leadership and support and ensures the fidelity of the reform efforts underway. Collaborates with other building administrators and with the Metro Region Implementation Team. Oversees compliance with district policies, success of instructional programs and all reform activities.</p>	

**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. Partners with the principal and provides leadership to facilitate the school-site administration and staff in School Reform Efforts.
2. Serves as facilitator for planning and capacity building activities within the school and ensures the maintenance of a school philosophy consistent with the goals and reform efforts of Milwaukee Public Schools (MPS) and in compliance with federal and state laws and board policies.
3. Collaborates with staff and administration to complete all planning year tasks and move the school into implementation. Monitors reform planning and implementation with the principal and other administrators using guidance and support from the Metro Region Implementation Team.
4. Collaborates with building staff to expand the repertoire of instructional strategies proven to increase performance among a diverse group of students. Ensures provision of a rigorous curriculum.
5. Assists with the development and implementation of the Education Plan's student performance goals and engages students in significant learning activities to provide them with the opportunity to apply the learning in a meaningful context.

6. Assists with the development of specific in-service and professional development programs geared to the unique needs of the school.
7. Works with district administrators to identify, secure and maintain necessary resources for successful implementation of school reform efforts.
8. Establishes and maintains a favorable relationship with local community groups, individuals and parents to foster understanding and to solicit support for school reform activities. Encourages active participation by the community, parents and students in the education process.
9. Coaches staff in effective group and learning community practices, reform efforts and facilitation skills.
10. Participates in the observation process of teacher performance and the performance of other staff members connected to the reform process. Participates in administrative conferences with school staff and prepares disciplinary notices as necessary.
11. Provides timely and accurate reports regarding school activities and recommends appropriate corrective actions if necessary.
12. Maintains knowledge of current research, trends and issues by engaging in professional development activities and attending appropriate conferences and seminars.
13. Attends district and Metro Region team meetings as necessary.
14. Actively supports the 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.)

Direction is provided by the building principal and the assigned Regional Executive Specialist.

**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.

Supervises, coordinates and oversees the activities of the entire building staff.

**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.)

A master's degree in education or a related field and a valid Wisconsin Director of Instruction (#5010) license or the ability to obtain within two years of appointment.

**Experience Requirements**

Eight or more years of experience as a teacher in a K-12 setting and at least one year of experience as an administrator in a school system is required. Experience in a large, urban district is preferred.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. Incumbent should possess strong instructional leadership and curriculum development skills. Must be able to develop long-term and short-range goals. The ability to apply good diagnostic and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with

a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary. Must have a belief that all children can learn, regardless of their background.

**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, occasional driving between locations, must be able to handle light lifting and occasional standing, bending. Must maintain visibility with the school staff and students.

**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.**