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MILWAUKEE PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES

Administration Building
5225 West Vliet Street
P. O. Box 2181
Milwaukee, WI 53201-2181

Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Director, Curriculum & Instruction Job Class: 0310		
DATE	DEPARTMENT OR SCHOOL Chief Academic Office	DIVISION Curriculum & Instruction
BARGAINING UNIT: ASC - Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides leadership in the designing, planning, implementation, and monitoring of district-wide curriculum and instruction in academics for all students in Milwaukee Public Schools (MPS). Supervises department staff, works collaboratively with related departments, provides leadership for improvement in academic programs and presents options to the community and Board of School Directors.</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. Works with related offices to assess needs and identify areas for program improvement for Milwaukee Public Schools (MPS). Sets the direction for priorities within multiple content areas and support programs.
2. Coordinates evidence-based methods and strategies for curricular and instructional reform. Promotes research and development work to identify new and innovative programs and practices.
3. Supports strategic planning at the district, department and school levels.
4. Provides support to instructional programs through the identification, evaluation and selection of instructional materials and educational approaches.
5. Develops and implements comprehensive, evidence-based approaches to professional development aligned to student learning goals.
6. Establishes collaborative relationships with other MPS offices, external agencies and the Wisconsin Department of Public Instruction (DPI) to support the mission and goals of the department. Makes presentations to the community, the School Board and other department leaders.
7. Develops and manages the budget dealing with program maintenance, development, improvements and sustainability.

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8. Interprets the impact of legislation and state and board rules and policies as related to curriculum and instruction.
9. Monitors and communicates trends, benchmarks and comparison data and assists in the analysis of data for continuous improvement.
10. Presents and attends conferences and seminars as a representative of MPS. Provides professional development opportunities for staff.
11. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
12. Works with the Chief Academic Officer to support a district-wide vision of effective instruction and provide leadership for effective implementation.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction provided by the Chief Academic Officer.

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.

Total supervision of all assigned staff members.

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 and appropriate licensure by the Wisconsin Department of Public Instruction (DPI) as a principal (#51) or supervisor (#10).

Experience Requirements

At least eight (8) years of successful experience as a teacher, preferably in a large, urban district. Previous administrative experience is required.

Knowledge, Skills, and Abilities

Effective oral, written and presentation skills are essential. 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. The ability to gather data, compile information and prepare reports is required. Proposal and grant writing skills are essential. Knowledge of curriculum, instruction, and professional development design, implementation and evaluation. Knowledge of the school improvement process is necessary. Knowledge of instructional programs, educational theory and best practices.

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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; some travel to other schools and conferences. *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.