



POSITION DESCRIPTION

JOB TITLE: Credit Recovery Coordinator Job Class: 0995		
DATE	DEPARTMENT OR SCHOOL Early Childhood	DIVISION Curriculum & Instruction
BARGAINING UNIT: ASC		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.) Directs the planning, implementation and evaluation of the Preschool – Grade 5 (P5) Program in Milwaukee Public Schools (MPS). Ensures compliance and interprets P5 regulations and guidelines for the School Board, members of the Superintendent’s staff and the community. Serves as a P5 liaison and contact person between the school district and state agencies.</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. Act as the official designee of the Superintendent for all matters pertaining to the P5 program.
2. Plans the P5 program to be submitted to the Board of School Directors and to the Wisconsin Department of Public Instruction (DPI).
3. Instructs principals of P5 schools concerning program goals and operational procedures. Monitors and evaluates operations of the program in all of the P5 locations. Makes corrective action as necessary to ensure schools are operating consistently with the application and in compliance with state rules and regulations.
4. Assists the school administrative specialists in evaluation of the principals with regard to the P5 program.
5. Interprets administrative, Board and contractual policies for principles in P5 schools.
6. Consults with other departments regarding project design and description, the preparation of operational budgets and the allocation of resources. Consults with Wisconsin DPI administrator to ensure program compliance.
7. Prepares the annual P5 application, gathering data relative to eligible schools.
8. Serves the District as the local P5 consultant, responds to questions about P5 legislation, regulations, guidelines, funding and program operations.
9. Provides assistance in solving personnel, budgeting, procurement and facility problems associated with the P5 program.

10. Recommends new P5 projects. Provides appropriate professional development for P5 principals and teachers.
11. Represents the district at all P5 state advisory council meetings.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

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

General Supervision provided by the Director of Instruction and Curriculum, Early Childhood.

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.

Collaborates with staff at P5 locations and ensures compliance with the program.

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.)

Masters degree in education or a similar field from an accredited university and Wisconsin certification with a #10 license or the ability to achieve within 2 years of appointment.

Experience Requirements

Position requires a minimum of three years of teaching in an early childhood (K-5th grade) environment. Experience in an urban setting is preferred. A minimum of 2 years supervisory experience is desired.

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.

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 and 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.