



POSITION DESCRIPTION

JOB TITLE: School Improvement Monitor Job Class:1055		
DATE	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:
<p>POSITION SUMMARY and PURPOSE: A grant funded position which through the School Improvement Grant; supports Cohort II Persistently Low Performing Schools in the Metro Region. Coordinates with the Office of District and School Improvement, the Office of the Chief Academic Officer, the Metro Regional Team, school Principals and teaching staff to ensure fidelity of implementation of literacy and mathematics instruction at assigned schools.</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. Conducts weekly Fidelity of Implementation checks in English, Reading and Mathematics classes. Documents interactions for confidential follow up with teachers and administrators and monitors implementation activities as suggested.
2. Observes instruction a minimum of two times a month, per teacher, at each assigned school.
3. Collaborates closely with the Principal, Regional Coordinator of Curriculum and Instruction and the external providers/vendors to direct the work of Instructional Coaches for Literacy and Math and the vendor coaches assigned to staff in need of support and professional development.
4. Collaborates with the literacy specialist, math specialist and vendor to ensure instruction at the school aligns with the district's comprehensive literacy plan and the comprehensive mathematics and science plan.
5. Provides feedback to the school principal to support teacher evaluation efforts.
6. Works closely with the DIFI Supervisor, Principal and school SIG Manager to ensure school adherence to monthly SIG monitoring conferences.
7. Collaborates with the DIFI Supervisor, Office of the Chief Academic Officer and Director of Research and Evaluation to adapt and develop appropriate Fidelity of Implementation tools for the Metro Region Schools.

8. Utilizes tools and assessments to develop reports that show success of efforts and to track student progress.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

Direction provided by the Director, Department of District and School Improvement

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.

Provides general coordination with the school teachers and the vendor 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.)

Position requires a Master's Degree in an educational field and licensure from the Wisconsin Department of Public Instruction as an educator or psychologist and as a Director of Instruction (#10); or the ability to obtain the administrative license within two years of appointment.

Experience Requirements

A minimum of five years of fully certified, tenured experience as a teacher, social worker or psychologist. Previous administrative experience is desired.

Knowledge, Skills, and Abilities

Effective oral, written and communication skills are essential. Must be able to collaborate effectively with a diverse population. Strong organizational skills are necessary with the ability to maintain updated records and reports. A demonstrated ability to coach and mentor other adults. Demonstrated leadership skills and the ability to have honest conversations is required. Knowledge of the Common Core Standards and the literacy and mathematics instructional plans at the secondary level is required. An understanding of MPS databases and the use of the data warehouse is desired. Experience using MS Office software 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.