



POSITION DESCRIPTION

JOB TITLE: Curriculum Generalist Job Class: 1609		
DATE	DEPARTMENT OR SCHOOL Teaching and Learning	DIVISION Office of Academic Excellence
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Works with the principal and a school's administrative team to ensure quality programs are maintained for the students, staff and parents.		

Major Duties & Responsibilities: 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 in conjunction with the school's administrative team to observe and evaluate the teaching staff and educational assistants.
2. Collaborates with the learning team and school community to implement performance assessment procedures, the policies of the MPS Board of School Directors and the Wisconsin Department of Public Instruction. Works to ensure compliance with PI34, NCLB and other educational mandates.
3. Works with faculty to implement approved policies, practices and programs.
4. Provides leadership and support for the school's educational plan activities to meet established goals and objectives.
5. Participates in the implementation of quality professional development programs.
6. Collaborates with the administrative team in providing leadership in curriculum and instruction.
7. Provides leadership in the implementation of MPS learning targets and curriculum alignment.
8. Coordinates the learning team to enhance educational programs.
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.)

General supervision by the school principal.

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.

Responsible for participating as an evaluator of teachers and educational assistants, no direct reports.

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 from an accredited college or university related to the field of teaching and education. Wisconsin DPI supervisor's license (#10) or the ability to obtain license within two years of appointment.

Experience Requirements

A minimum of three years of successful classroom experience as a fully-licensed teacher; one year of direct teacher development/supervision experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are required. Demonstrated leadership skills and a proficiency with computer technology is required. Experience working with curriculum and staff development is desired. Knowledge of ESIS, SPS and SSIMS computer programs 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.

Typical classroom environment.

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.

Light lifting, movement around school building.

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.