



POSITION DESCRIPTION

JOB TITLE: Supervisor, Professional Development Job Class: 1702	
DATE	Organizational Development Office Staff Development
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" 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.) Organizes and facilitates regional and district professional development initiatives. Serves as a trainer for seminars as necessary.	

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. Implements the district's Professional Development Plan to support effective teaching and learning at elementary, middle and high school levels, in support of the district and state efforts and the Comprehensive Literacy Plan (CLP) and the Comprehensive Math and Science Plan (CMSP).
2. Ensures fidelity of implementation of Milwaukee Public Schools (MPS) instructional requirements.
3. Provides guidance to principals and school leaders regarding the teacher and staff evaluation processes and assists with the implementation of the Charlotte Danielson's Framework for Effective Teaching teacher evaluation tool.
4. Plans and conducts professional development for teachers and school staff in the region.
5. Designs, develops and teaches staff development courses using a wide range of instructional techniques and application software. Implements effective staff development courses on various platforms.
6. Oversees the development and publication, in both paper and electronic format, technology staff development training schedules.
7. Uses interactive video distance learning technology in the delivery of staff development courses. Uses the internet as a resource for personal and professional development and for the enhancement of teaching and learning.
8. Attends meetings, workshops and conferences to keep abreast of new and emerging technology and teaching products and practices.

9. Develops reports and runs queries related to the Professional Development course offerings.
10. Actively support the MPS Strategic Plan.
11. Perform other duties as assigned.

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

Receives general direction from the Coordinator, Professional Development, Academic.

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.

Oversees the function of professional development instructors.

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.)

Master's degree in an educational field and Wisconsin Department of Public Instruction Certification as an administrator (#10).

Experience Requirements

Three years successful teaching experience, demonstrated experience in the effective use of technology in the classroom and experience in developing and implementing technology staff development. Previous administrative experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. 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.

General office environment with some local travel.

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.