



**POSITION DESCRIPTION**

<b>JOB TITLE: Licensing &amp; Pre-Service Specialist</b> Job Class: 1711	
<b>DATE</b>	Office of Human Resources Mentoring and Induction
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Coordinates placements between Milwaukee Public Schools and partnering colleges and universities for Clinical Education, Student Teachers and Field Placement Students.	

**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. Maintains and facilitates the placement process. Hosts meetings with partnering colleges and universities every semester to establish guidelines and protocols for student placement within Milwaukee Public Schools (MPS).
2. Ensures valid contracts and agreements are in place for each of the partnering colleges and universities.
3. Ensures all potential students have completed background checks on file, that it has cleared and send the results to the colleges and universities.
4. Ensures all student teachers have been accepted by the schools and have a cooperating teacher to assist them through their program.
5. Coordinates with in-house clinicians (psychologists and nurses) to ensure complete information has been gathered and to maintain accurate records
6. Maintains a database of all student placements and cooperating teachers for the semester. Maintains a database of college and university contacts and billing information.
7. Verifies new cooperating teachers for the cohorts and ensures all are not Initial Educators.
8. Observes the student teachers and the cooperating teachers in the classroom.
9. Creates the online Cooperating teacher and student teacher surveys to identify areas of the program that may need to be adjusted for the future.
10. Maintains an updated district curriculum for the cooperating teaching seminars. Plans and facilitates the seminars.

11. Maintains the portal page with information specifically for cooperating and student teachers, the PI-34 requirements for new teachers and new administrators.
12. Oversees the PI-34 certification process to include maintaining a library of materials and resources for the PI-34, coordinating the verification process for administrators, organizing Professional Development Plan (PDP) verification nights, trains PDP evaluators and maintains record of PDP verifications.
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 supervision is provided by the Coordinator, Mentoring and Induction

**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.

Coordinates work for the clerical 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 bachelor's degree in an educational field and a master's degree in Administrative Leadership or Curriculum and Instruction.

**Experience Requirements**

Position requires five years of teaching in an urban district. Two years of administrative experience is required.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills and demonstrated leadership skills are essential. Experience developing and presenting workshops is required. Knowledge of Wisconsin standards for educators is required. The ability to lead and execute large projects at the district level is necessary. Must be able to work with a diverse group of people and be committed to equity and multiculturalism. Experience using technology to include MS Office software, spreadsheets and databases and email programs. Must be flexible and professional when dealing with external entities and the partner colleges and universities.

**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, occasional travel between MPS locations.  
*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.**