



POSITION DESCRIPTION

JOB TITLE: Curriculum Instruction Supervisor – 12 Month Job Class: 1855		
DATE	DEPARTMENT OR SCHOOL	DIVISION
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 teachers, administrators and other staff members in assigned schools.		

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. Spend the majority of supervising time working with teachers and principals in implementing and monitoring school board approved policies, practices and programs in the assigned schools.
2. Assist curriculum specialists in K-12 program development and other departmental tasks needed for curriculum and instruction continuity.
3. Assist the curriculum specialists in implementing system wide policies and practices related to curriculum development and the improvement of instruction with personnel in the assigned schools.
4. Assist the curriculum specialists in implementing the identified Elementary and Secondary Education Goals with personnel in the assigned schools.
5. Provide leadership and support the school effectiveness project activities of pre set goals and objectives in assigned schools.
6. Organize and implement successful instructional strategies used in the school effectiveness project in all Milwaukee Public Schools.
7. Provide leadership in the implementation of strategies related to activities designed to improve reading instruction and reading in the content areas.
8. Participate in the development and implementation of in service programs based on individual school and system wide needs.
9. Cooperate with the building principal in providing leadership in curriculum and instruction activities.

10. Participate in parent meetings on issues related to instruction and curriculum development as requested from school principals.
11. Attend meetings as called by curriculum specialists. Be prepared to provide progress reports and communicate concerns related to curriculum and instruction matters.
12. Provide leadership in the implementation of curriculum guides prepared by the Department of Elementary and Secondary Education.
13. Act as liaisons in coordinating the media programs (library and audiovisual) in cooperation with media supervisors in the Department of Instructional Resources.
14. Assume responsibilities related to elementary and secondary education as delegated by the Assistant Superintendent of Curriculum and Instruction or the Executive Director of Elementary and Secondary Education.
15. Work on at call basis in any school based on specific training or expertise. Provide assistance in content areas to schools in need as identified by the curriculum specialists under the direction of the Executive Director of Elementary and Secondary Education.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

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

Curriculum Specialist (Executive Director)

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.

Teachers

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.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. The ability to apply good diagnostic, analytical and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary.

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.