



POSITION DESCRIPTION

JOB TITLE: Supervisor – C & I (Literacy Intervention) Job Class: 2250	
DATE	DEPARTMENT OR SCHOOL Office of the Chief Academic Officer DIVISION Curriculum & Instruction
BARGAINING UNIT: ASC	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Coordinates with district literacy personnel and teachers to support the implementation of the Comprehensive Literacy Plan (CLP) to improve teaching and learning in reading and language arts. The position involves providing leadership in the identification, implementation, and evaluation of targeted (Tier 2) literacy interventions.</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 and facilitates regularly scheduled meetings and trainings to support implementation of the Comprehensive Literacy Plan (CLP), particularly Tier 2 interventions and related supports for schools, literacy coaches and teacher.
2. Identifies research-based, high-quality literacy interventions and appropriate conditions for implementation with necessary supports for appropriate use and implementation fidelity. Ensures literacy intervention efforts are aligned to the CLP.
3. Implements supports that extend beyond the individual school or literacy coach.
4. Uses data to provide technical assistance in the early identification of students in need of academic intervention and to align instructional supports. Analyzes, interprets and utilizes data to help implement, manage, and evaluate intervention strategies.
5. Builds trust to facilitate change, plan strategically and distribute leadership.
6. Serves as a resource in school and district improvement planning.
7. Coordinates district, region, and school-level, CLP implementation supports, including participation on district professional development planning teams and communication and

collaboration with schools (including principals, coaches, and teachers) and MPS departments/divisions on school efforts to implement academic intervention strategies and student progress.

8. Provides supervision and support to specific literacy support staff (e.g., Instructional Coaches-Literacy), including ongoing professional development, feedback and evaluation. Provides district and school level professional development around literacy, including evening and weekend sessions.
9. Maintains records and completes paperwork and analysis as required.
10. Develops expertise across sites and with district and community stakeholders to ensure a common vision and language around literacy in MPS.
11. Actively supports the Milwaukee Public Schools' Strategic Plan.
12. 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 provided by the Director, Student Services.

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 and directs activities of 10+ instructional coaches and/or reading specialists.

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 certification as a Reading Specialist (#316) and a Master's degree in Administration (#10) or Student Services (#80).

Experience Requirements

Five or more years of experience as a fully-licensed teacher in a K-12 setting and demonstrated literacy expertise is required. Experience in an urban setting is desired.

Knowledge, Skills, and Abilities

Strong oral and written communication and presentation skills are essential. Knowledge of standards, research, and in literacy, reading intervention and instructional coaching is required. Familiarity with national RtI standards and approved Tier 2 interventions desired. Must be able to prepare evaluative reports as necessary. Must be able to interact with school staff, administrators, teachers and other staff and members of the community as necessary. The incumbent should have the ability to lead and train staff and develop performance management goals and plans. The ability to analyze budgetary expenditures and adhere to a final budget is required. Trouble-shooting, problem resolution and multi-tasking skills are necessary. Must be able to work effectively with diverse groups. Must be able to coordinate multiple projects and independently manage multiple initiatives to achieve identified results.

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 occasional travel between 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.

Signature on file, 10/28/10