



POSITION DESCRIPTION

JOB TITLE: TEACHER GUIDANCE Job Class: 5105		
DATE	DEPARTMENT OR SCHOOL Various	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: The classroom is the most important place in the district. A Milwaukee Public Schools' (MPS) teacher, guidance provides an instructional program for students' which is appropriate to their educational needs and developmental level. The educational program is offered in an equitable, multi-cultural setting and teaches all children to think deeply, critically and creatively. The teacher supports the MPS strategic plan.</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. Maintains a broad knowledge of all facets related to the guidance assignment as related to the subject and grade level of the students. Uses research-proven practices to improve student achievement.
2. Incorporates the learning targets and the goals of the district as approved by the Board of School Directors. Implements Board policies as necessary to improve the educational environment.
3. Plans and organizes material for instruction and presents and reinforces lessons as appropriate.
4. Develops and maintains an environment conducive to learning that prepares students to meet and exceed Wisconsin academic standards, particularly in the areas of Math and English Language Arts.
5. Evaluates student progress on a continuous basis and provides feedback to students, parents and appropriate staff members. Maintains accurate and complete student records as required by state law and Board policies.
6. Addresses different learning modalities, including auditory, visual and kinesthetic.
7. Develops and maintains family outreach programs and community partnerships, and serves as a member of the family support team.

8. Participates as a member of the school's learning community to provide answers and guidance to students, parent and the general community. Participates in parent/teacher conferences to support the educational needs of the students.
9. Provides direct support service to individual students, small groups, and classrooms and completes assessments, referrals, and counseling with students and families. Refers students for additional services as needed.
10. Participates in staff development programs, staff meetings and extra-curricular activities. Attends educational conventions and conferences to learn and discuss new methodologies for guidance. Conducts professional development on guidance services available.
11. Assists with student scheduling/programming, especially in the upper grades.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

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

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.

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 and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. 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.

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.