



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Coordinator III, School Performance	Last Revised/Approved: <i>March 2019</i>
Job Code:	Reports To: <i>Specialist III, School Performance</i>
Office: <i>Office of Chief Communications & School Performance</i>	Department: <i>Student Information Services</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Uses dynamic, supportive strategies to engage staff throughout the district to embrace the continuous improvement process. Brings data to life and advocates for the systematic and meaningful use of data to improve achievement for all students. Supports a subset of schools within a region defined by the current Every Student Succeeds identification categories. Facilitates continuous improvement through planned change in instructional methods and strategies based on data and provides technical assistance in the creation and implementation of the School Improvement Plan (SIP) aligned to the District Improvement Plan (DIP).

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

1. Engages principals and learning terms in continuous improvement.
2. Supports the creation and implementation of school improvement plans (SIP), housed in Smartsheets, that include action steps and tasks related to identified areas of need.
3. Provides assistance in the systematic use of data in root cause analysis to improve instruction.
4. Monitors and supports the fidelity of information of academic interventions.
5. Delivers dynamic professional development and consultation of teachers, and principals to better understand a wide range of data, from sources such as WISEdash, Data Warehouse and Infinite Campus.
6. Collaborates with school and district leaders in implementing systems and structures to meet student needs.
7. Plans, promotes and provides workshops, drop-in supports, publications, website and social media.
8. Manages time priorities, records and required paperwork while meeting deadlines.
9. Attend required staff and district meetings

10. Collaborates with professionals in other offices.
11. Actively supports the MPS Five Pillars of Success.
12. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A master's degree is preferred.
- Valid Wisconsin Director of Instruction license (10), Administrators license (51), and/or Reading license (5017) or the ability to obtain within two (2) years is a requirement.
- TeachScape certified or ability to obtain in one (1) year required.

Experience Requirements:

- Minimum of five (5) years of exemplary/satisfactory experience as a fully-certified principal, teacher, SST, guidance counselor, social worker or psychologist is required.
- Demonstrated experience of coaching and mentoring skills.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication and presentation skills, including the ability to facilitate effective, professional presentations and meetings.
- Skill at organizing resources and establishing priorities.
- Knowledge of coaching and mentoring techniques.
- 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.
- The ability to analyze data and compile and explain reports to various audiences 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 basic standing, walking and typing required.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

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.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.