



POSITION DESCRIPTION

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| JOB TITLE: Educator Effectiveness Coordinator | |
| Job Class: | |
| DATE | Organizational Development Office Educator Effectiveness |
| BARGAINING UNIT: ASC | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: | Pay Range: |
| Management Approval: | |
| POSITION SUMMARY and PURPOSE: Coordinates the district-wide launch of the Danielson Performance plan in conjunction with the Educator Effectiveness Manager, coordinates the required training of staff and provides a framework for development of an administrative and support services staff evaluation plan district wide. | |

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. Oversees, coordinates and implements district-wide roll-out of the Charlotte Danielson Framework for Teaching educator effectiveness evaluation model for Milwaukee Public Schools (MPS). Oversees the overall implementation of the system and creates solutions for implementation issues.
2. Develops and maintains systems to ensure that administrators and educators are fully informed of the educator evaluation system and receive ongoing information, training and supports.
3. Oversees and coordinates professional development for the framework generally, and directs the system design for teachers, peer observers, evaluators and district staff with the professional development staff in Organizational Development Office.
4. Works closely with the regional management staff to assist school administrators in implementing the system and addressing challenges, including time and scheduling demands to accomplish the necessary observations.
5. Oversees electronic and paper communication systems to support implementation.
6. Supervises and oversees implementation of technical support and software tools necessary for the implementation of the framework.
7. Revises forms and systems, in collaboration with the MPS/MTEA Committee and MPS administration.
8. Develops and presents reports on the progress of the Teacher Evaluation Redesign to internal and external parties with guidance from the administration and the committee. Compiles and submits information and documentation required by the School Improvement Grant and other reporting requirements.

9. Keeps abreast of current research and models across the country relevant to the Evaluation Redesign.
10. Oversees the development and implementation of an ongoing review of the effectiveness of the teacher evaluation system.
11. Actively supports the MPS 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 Executive Director, Organizational Development Office.

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.

Supervises Implementation Manager and .5 FTE Clerical.

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 master's degree in an educational field and an administrative license (#51 or 10) from Wisconsin DPI or the ability to obtain license within two years.

Experience Requirements

Five years of fully-licensed teaching experience and previous experience in a leadership role is required. Experience as an administrator is desired. Must have experience working with the Danielson Framework and other teacher evaluation tools.

Knowledge, Skills, and Abilities

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, travel to other school locations is required.

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.