



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Curriculum Specialist – World Language	<b>Last Revised/Approved:</b> 08/2019
<b>Job Code:</b> 1600	<b>Reports To:</b> Director, BME
<b>Office:</b> Office of Academics	<b>Department:</b> Bilingual/Multicultural

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Provides instructional leadership, coordination and supervision to MPS K-12 World Language and Culture programs. Assumes responsibility for curriculum activities in the K-12 World Language development program as well as complies with program regulations, policies and procedures. In addition, this position reports to the Advanced Academic Studies Coordinator and completes all major reports regarding this program.

**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.*

*Note: An Essential Function must meet the following criteria:*

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Provides leadership with the curriculum of the World Language program.
- Identifies and disseminates educational research in the field of World Languages to the appropriate staff.
- Provides support to schools in the expansion of World Language opportunities.
- Identifies sources of funding, writes proposals, directs record keeping procedures and collects data needed for various reports, proposals and funded projects.
- Monitors and evaluates World Language goals and objectives, resources and operation in order to determine program’s strengths and weaknesses and expansion opportunities.
- Coordinates professional development activities to meet the needs of World Language programs as well as content and classroom teachers.
- Provides support to central service staff and school administrators concerning the goals and objectives of the World Language Program.
- Plans and conducts World Language department chairperson meetings on a regular basis.

- Presents information regarding the World Language Program at various local, regional and national conferences.
- Selects materials which support the K-12 World Language Learner Standards.
- Networks with the Department of Human Resources to provide appropriate staffing for the World Language Program.
- Networks with other departments, divisions and schools in matters related to the World Language Program.
- Grows program to provide opportunities for all students in Milwaukee Public Schools.
- Actively supports the MPS Five Pillars of Success.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Master's Degree and a minimum of five (5) years of successful teaching experience.
- Supervisor/coordinator/director of instruction License (10) or ability to obtain within two years.

### ***Experience Requirements:***

- Experience teaching World Language at the secondary level.
- Certification or experience in the area of World Language or Immersion Education preferred.

### ***Knowledge, Skills and Abilities:***

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Understanding of the principals of language pedagogy and the demonstrated ability gained through teaching experience.
- Demonstrated leadership ability and experience.
- Experience in working successfully with low-income students and their families
- Evidence of effective networking and facilitation among diverse groups and agencies to bring groups together for a common goal.
- Adept with computer technology (e.g. Word, Excel programs, Web-based programs.)
- Excellent problem solving and crisis management skills.
- Excellent oral and written skills.
- Ability to manage grant proposals.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

## **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.*

## **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.

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