



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Implementer (school-based)</i>	Last Revised/Approved: <i>12/2017</i>
Job Code: 5105	Reports To: <i>Building Leadership</i>
Office: <i>Office of Academics</i>	Department: <i>Various schools</i>

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

Position Summary/Purpose:

The Implementer has the primary responsibility of assisting classroom teachers by implementing high impact, developmentally appropriate instructional strategies in literacy and math. Works with students and teachers directly in the classroom, modeling effective teaching strategies needed to increase student achievement and provides feedback to teachers when implementing modeled strategies. Monitors the academic achievement of students using various assessments.

Core Competencies:

- Educator Effectiveness

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?*

- Follows, coaches, and supports teaching and learning aligned to Milwaukee Public Schools and Common Core State Standards.
- Provides demonstration teaching, classroom modeling, and collaborative teaching.
- Provides, coordinates and delivers targeted professional development to directly impact teaching and learning.
- Analyzes, interprets, and utilizes data to help implement and manage developmentally appropriate instructional strategies.
- Conferences with staff using data for feedback to make necessary improvements on instructional designs to increase student achievement.
- Collects and reports data related to the District’s program.
- Participates in school-based professional learning community meetings and assists in the development and implementation of the School Improvement plan.
- Works collaboratively with school administration, learning team, grade level teams, program staff, school governance council and other parent organizations.
- Works collaboratively with Central Services staff to support program improvement efforts.

- Communicates information between schools/teachers and MPS administration efforts to implement appropriate academic intervention strategies.
- Maintains accurate program data and reports program requirements in a timely manner.
- Attends required training sessions during the school year and summer training sessions.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Education Requirements:

- Master's degree from an accredited college or university
- Must have a Wisconsin Department of Public Instruction reading license (#316 or #317) or the ability to obtain in two (2) year
- Certification in instructional coaching from an accredited college or university is preferred.

Experience Requirements:

- Five years of successful K5-3 teaching experience,
- Prior successful instructional coaching experience preferred
- Five to seven years of experience of direct professional work providing services to the targeted youth 18 years and younger.
- Three (3) years of experience supervising staff, planning, and managing programs.

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Demonstrated effective leadership skills
- Possesses strong technology skills, such as creating a PowerPoint and using a SmartBoard, and technology programs, such as Excel and Word
- The ability to make clear, persuasive presentations.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to identify resources.

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

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 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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