



**MILWAUKEE
PUBLIC SCHOOLS**

Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN CAPITAL

Job Information

Job Title: Instructional Superintendent	Last Revised/Approved:
Job Code: 1040	Reports To: Chief School Administration Officer
Office: Office of School Administration	Department: Office of School Administration

Compensation Information

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

Position Summary/Purpose:

Serves as the district's leader in ensuring principals and school-based administration are meeting the needs of the student population through curriculum and instruction and appropriate leadership training. Participates as a reviewer of the school's leadership.

Essential Functions/ Core Competencies:

- Acts as Superintendent's designee to conduct Principal Evaluations annually in accordance with the Wisconsin Department of Public Instruction guidelines, to include:
 - Supervisory walkthroughs;
 - Measures of Leadership Practice; and
 - Measures of Student Learning, State and local measures.
- Collaborates with other Regional Superintendents in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction.
- Creates cross-content and cross-grade communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement.
- Advises district leadership on establishing and maintaining a culture focused on student learning and achievement, leadership development, empowerment, and across-the-board accountability for improved outcomes of all students in all schools.
- Supports principals in developing comprehensive school improvement plans, including strategic plans for curriculum, instruction, and organizational management.
- Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of principals.
- Advises and assists principals in developing and evaluating programs addressing instructional issues.
- Attends training and professional development opportunities to ensure appropriate training and certification.
- Provides professional development and onsite coaching to school principals to address areas of focus, concern, and high need.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Requires a Master's degree in Curriculum and Instruction OR Leadership and a Wisconsin DPI license #5051

Experience Requirements:

- Three years of experience serving as an urban school principal
- Five or more years of experience as a fully-licensed classroom teacher

Knowledge, Skills and Abilities:

Samples:

- 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, Office 365, MPS databases and the MPS website 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:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments by required deadlines. After hour and weekend work may be required. Must be able to work under stressful conditions.

Physical Demands:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing.

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 Capital.