



**POSITION DESCRIPTION**

<b>JOB TITLE: Lead Induction Specialist</b> Job Class:	
<b>DATE</b>	Office of Organizational Development Mentoring and Induction
<b>BARGAINING UNIT: MTEA</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Collaborates and works with the District Induction Specialist employed by Milwaukee Public Schools. Provides support and assistance to District Induction Specialists within assigned regions. Attends regional team meetings and provides support across the region.	

**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. Provides support and assistance to the District Induction Specialists, assigned within regions. Manages the caseloads in assigned area.
2. Attends Regional Team Meetings to keep updated on current events and status of teachers within the region.
3. Works with supervisor to differentiate support of new educators and permit teachers. Establishes an induction support system for educators to share information at the District and School level.
4. Develops and coordinates professional development sessions for District Induction Specialists.
5. Collaborates with various district personnel to and departments to provide support that leads to improved instruction and student achievement.
6. Participates in the development and implementation of the New Educator Orientation.
7. Participates in the development and implementation of monthly New Educator Seminars and PDP support sessions.
8. Provides guidance and support to the first through fifth year Initial Educators in understanding the purpose of the Professional Development Plan for license renewal under PI34, as outlined in the Professional Development Plan-Educator Toolkit as defined by Wisconsin Department of Public Instruction.
9. Actively supports induction's commitment to support the educator effectiveness model.

10. Actively supports the MPS Strategic Plan.

11. 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 Mentoring and Induction Coordinator

**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.

Non-supervisory, coordinates the work of the Induction Specialists

**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.)

Must have a bachelor's degree and a current professional educator certification from the Wisconsin Department of Public Instruction, master's degree is preferred.

**Experience Requirements**

A minimum of five (5) years of exemplary/satisfactory classroom teaching experience in an urban /metropolitan district as a fully licensed tenured teacher. Exemplary experience mentoring beginning teachers in a full-release mentoring model. Recent urban teaching experience and experience leading and designing professional development.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are necessary. Ability to manage multiple projects and work with a diverse population of people. Proficient in using MS Office software, including MS Word and Excel, and knowledge of other programs and various forms of technology. Must be a DPI Professional Development Plan trained Reviewer.

**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.

*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.**