



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Manager III, Educator Effectiveness</i>	Last Revised/Approved: <i>08/15/2017</i>
Job Code: 0225	Reports To: <i>Director II, Organizational Development</i>
Office: <i>Office of Innovation</i>	Department: <i>Educator Effectiveness</i>

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

Position Summary/Purpose:

Coordinates the district-wide launch of the Danielson Performance plan in conjunction with the Coordinator III, Educator Effectiveness, coordinates the required training of staff and provides a framework for development of an administrative and support services staff evaluation plan district wide. Ensures the Frontline System is maintained and generates necessary reporting for senior management.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

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?*

- Manages, 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.

- 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.
- 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.
- 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.
- Oversees electronic and paper communication systems to support implementation.
- Supervises and oversees implementation of technical support and software tools necessary for the implementation of the framework.
- Revises forms and systems, in collaboration with the MPS/MTEA Committee and MPS administration.
- 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.
- Keeps abreast of current research and models across the country relevant to the Evaluation Redesign.
- Oversees the development and implementation of an ongoing review of the effectiveness of the teacher evaluation system.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- 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.
- Driver's License (must have personal transportation available).

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:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Strong consultative and training skills are necessary.
- Experience in the implementation and use of technology and automated systems is required.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing employees and budgets is required.
- Must be able to compile relevant data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- 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

- 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 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.