



**MILWAUKEE  
PUBLIC SCHOOLS**

# PROFESSIONAL OPPORTUNITY

OFFICE OF HUMAN RESOURCES    5225 W. VLIET ST.    P.O. BOX 2181    MILWAUKEE, WI 53201-2181

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## **MANAGER I, STEM (Science, Technology, Engineering & Math)**

**BASIC FUNCTION:** Directs and supports the development & implementation of Science, Technology, Engineering and Math curriculum and instruction district-wide for grades K3-12.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Coordinates the work done in the Science, STEM and Math departments.
- Works with Science, Math & STEM Curriculum Specialists and building administrators to coordinate the implementation of district approved curriculum and best practice instruction in urban education (e.g. differentiation, culturally relevant instruction, and intervention.)
- Works cooperatively to align Science, Math and STEM instruction with other areas including special education, bilingual departments and gifted and talented.
- Researches best practices in instruction by staying current with the findings of professional organizations.
- Participates in state organizations and attends appropriate conventions and workshops.
- Provides appropriate professional development to district instructional leaders to support classroom instruction and shares curriculum updates.
- Coordinates professional development opportunities and training in areas associated with Science, Math and STEM.
- Monitors student achievement and assists with district data retreats to evaluate the effectiveness of the district curriculum.
- Makes necessary adjustments in curriculum and instruction to ensure success for all students.
- Develops and manage the district Science, Math and STEM portion of the Curriculum and Instruction Department budget to achieve the goals of the department.
- Coordinate the alignment of the Science, Math and STEM curriculum for PK-Grade 12.
- Prepares reports to principals, district leadership and board of education regarding district curriculum and instruction as requested.
- Establishes and maintains partnerships with institutions of higher education and community organizations.
- Collaborates with other directors to meet curriculum and instruction goals.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Master's Degree from an accredited institution.
- Three years of successful school or district leadership experience.
- Five years of successful teaching experiences in a K-12 setting.
- Wisconsin certification in Science, Math or Career and Technical Education.
- Valid Wisconsin Administrator's license, #10
  - o NOTE: Applicants that do not currently hold this license or have not completed a certification program awarding this license, may still qualify for the position if they enroll in and complete a

certification program awarding the #10 License within 2 years. Until you complete the certification program, the District will request the license on your behalf upon appointment to the position for a maximum of two years.

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### **QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

**The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.**

**In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.**