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MILWAUKEE PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

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

POSITION DESCRIPTION

JOB TITLE: TAP Master Teacher Job Class:	
DATE	
BARGAINING UNIT: MTEA	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range: \$	Management Approval:
POSITION SUMMARY and PURPOSE: Shares instructional leadership responsibilities with the principal and spends time in the classroom working with and modeling lessons for teachers. Collaborates to develop benchmark lessons and to determine the adoption of resources. Provides demonstration lessons and leads curriculum planning among the faculty. Partners with the principal in evaluating other teachers, using the TAP rubric and in sharing some of the-responsibility of interacting with parents.	

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. Collaborates with colleagues to construct exemplary lessons. Works with mentor and career teachers to develop lessons for the classroom. Guides the work of the mentor and career teachers and provides them with expert advice, in the necessary curricular areas.
2. Oversees adoption of curriculum resources, serves as an instructional leader along with the principal to adopt curriculum resources to be used by the educational staff.
3. Partners with the principal to assist with peer evaluations of mentor and career level teachers using TAP criteria.
4. Provides demonstration lessons as part of the on-going, applied professional development. Conducts demonstration lessons to assist career and mentor teachers improve their classroom skills.
5. Facilitates curriculum planning to assist and guide teachers in developing their lesson plans and instructional units.
6. Shares leadership responsibilities with the principal to include school planning, decision making and interactions with parents and the community.

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7. Participates in professional development activities, both self-directed and team directed and connected to academic standards and the school mission and goals.
8. Develops and facilitates leadership training sessions for the building principal and other administrators.
9. Conducts regular meetings with cluster groups and attends leadership meetings on an as needed basis.
10. Reviews the plans for the school, reviews team logs and provides feedback to the principal.
11. Interacts regularly with the student population.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

N/A – no regular supervision of staff

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.

Receives general supervision from the building principal.

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.)

Position requires a bachelor's degree in education or a related field; a master's is preferred.

Experience Requirements

Position requires 5 years of fully-tenured teaching experience in the district.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. 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, Hyperion, ESIS and the MPS Portal 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: 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.

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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.