



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Manager II, Advanced Academics	Last Revised/Approved: March, 2019
Job Code: TBD	Reports To: <i>Sr. Director, Curr and Instruction</i>
	Department: <i>Curriculum and Instruction</i>

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

Position Summary/Purpose:

- Aligns all position activities with districts priorities and instruction plan, goals for Advanced Placement (AP), International Baccalaureate (IB), SpringBoard and programs for gifted and talented students and programs for the academically talented that build on district and school program development. Provides AP/IB course and exam awareness and curriculum links for elementary and middle school teachers. Supports program development in schools by providing texts and other AP resources that support goals. Manages textbook adoption/approvals and course approvals.

Essential Functions/ Core Competencies:

- Coordinates all aspects of Gifted & Talented Programs for Milwaukee Public Schools (MPS) to include the Advanced Placement (AP), International Baccalaureate (IB), SpringBoard and other programs and courses designed to improve student abilities, including professional development opportunities & training in areas associated with Advanced Academics.
- Ensures AP classes are taught by licensed AP teachers. Supports new AP teacher development and provides networking opportunities through AP institutes and linking them with other AP teachers.
- Coordinates student support through AP and IB Exam Reviews, AP and IB summer camps and AP summer school and Saturday AP/IB tutoring sessions.
- Oversees the annual audit process for district high schools teaching AP courses.
- Maintains data for AP and IB enrollment, test scores, etc. and provides various reports for the district, state, grants and other entities upon request.
- Identifies best practices surrounding programs for gifted and talented students and monitors the identification of students at the school level to include traditional and culturally responsive identification practices. Provides oversight and input into modifying the curriculum for gifted and talented students. Works directly with parents to address the needs of Advanced Learners.
- Serves as the district contact and internal review for all international exchange student requests and enrollments, to include reviewing and approving requests and coordinating student enrollment with the Department of Parent and Student Services.
- Provides fiscal oversight of Board and categorical funds allocated to the program(s).

- Purchases and distributes curriculum and materials to schools. Approves requests for reimbursement for AP and/or IB exam costs.
- Assists in the development of grant proposals for additional funding as necessary.
- Serves on regional, state and federal committees that relate to serving the student population.
- Establishes and maintains partnerships with institutions of higher education and community organizations.
- Actively support the MPS Strategic Plan.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- A Master's degree in Curriculum and Instruction or related area required.
- Administrative license issued by the Wisconsin Department of Public Instruction.

Experience Requirements:

- Minimum of five years of successful teaching experience, preferably at the high school level.
- Experience as an AP or IB teacher or as a school's AP Coordinator is preferred.
- Administrative experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of modal academic content standards, state statutes and DPI regulations related to gifted and talented programs is required.
- A demonstrated ability to work well with external customers, departmental leaders and staff, other central office departments and school staff is required.
- A demonstrated knowledge of programming activities for gifted and talented students is required. Effective oral and written communication and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Hyperion and Infinite Campus.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.

Working Environment:

- 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 at least one evening per week.

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 Capital.