



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Teacher (Part-time)</i>	<b>Last Revised/Approved:</b> <i>May 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Principal, Building Leader</i>
<b>Office:</b> <i>Office of Academics</i>	<b>Department:</b> <i>Various</i>

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

**Position Summary/Purpose:**

*The classroom is the most important place in the district. A Milwaukee Public Schools' (MPS) teacher provides an instructional program for students' which is appropriate to their educational needs and developmental level. The educational program is offered in an equitable, multi-cultural setting and teaches all children to think deeply, critically and creatively. The teacher supports the MPS strategic plan.*

**Essential Functions/ Core Competencies:**

*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?*

- Maintains a broad knowledge of all facets related to the teaching assignment as related to the subject and grade level of the students. Uses research-proven practices to improve student achievement.
- Incorporates the learning targets and the goals of the district as approved by the Board of School Directors. Implements Board policies as necessary to improve the educational environment.
- Plans and organizes material for instruction and presents and reinforces lessons as appropriate.
- Develops and maintains an environment conducive to learning that prepares students to meet and exceed Wisconsin academic standards, particularly in the areas of Math and English Language Arts. Promotes and graduates students prepared for higher education, careers and citizenship.
- Evaluates student progress on a continuous basis and provides feedback to students, parents and appropriate staff members. Maintains accurate and complete student records as required by state law and Board policies.
- Addresses different learning modalities, including auditory, visual and kinesthetic.
- Uses appropriate classroom management strategies and relates well to the student population.
- Participates as a member of the school's learning community to provide answers and guidance to students, parent and the general community. Participates in parent/teacher conferences to support the educational needs of the students.
- Refers students for additional services as needed.

- Participates as necessary in staff development programs and staff meetings.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Must have a bachelor's degree and an appropriate teaching license granted by the Wisconsin Department of Public Instruction.
- Must have transportation available to get to assignment

### ***Experience Requirements:***

- Experience working with children in an urban setting is preferred

### ***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 working knowledge of computer applications to include MS Office software and the MPS Portal is required.*
- *Knowledge of Infinite Campus is preferred*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

## **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

## **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:**

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, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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 Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.