



POSITION DESCRIPTION

JOB TITLE: Professional Development Coordinator (Academic)	
Job Class:	
DATE	Office of Organizational Development Professional Development
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Oversees, develops and implements all professional development for the school district with regard to teaching and learning instruction and best practices. Manages staff and coordination of professional development activities regarding policy and procedure implementation, district initiative training and support, and serves as specialized services liaison to support and implement district wide efforts surrounding state standards, Comprehensive Literacy Plan and Comprehensive Math and Science Plan.	

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. Creates and implements a professional development framework for all district trainings, drop-in and information sessions for the Office of Organizational Development.
2. Develops, in collaboration with internal trainers and external vendors, all professional development for the district for the Office of Organizational Development.
3. Works collaboratively with the Office of the Chief Academic Officer, the Office of Specialized Services and the Office of Research and Assessment to ensure alignment of district priorities, professional development and adherence to special education requirements.
4. Works collaboratively with the Office of Innovation to monitor and support School Improvement Plans, ensure compliance with Corrective Action Requirements and support implementation of School Improvement Grant (SIG) requirements for schools in the region.
5. Coordinates content-specific support for professional development from various departments in the district.
6. Ensures that all Professional Development is aligned to the Framework for Teaching, Common Core State Standards (CCSS), Comprehensive Literacy Plan (CLP) and Comprehensive Math and Science Plan (CMSP).
7. Supervises assigned Professional Development Supervisors assigned to the Office of Organizational Development.

8. Serves as liaison with other MPS divisions to ensure the unique needs of the Department of Organizational Development are represented.
9. Ensures fidelity of implementation of Milwaukee Public Schools (MPS) instructional requirements.
10. Keeps informed of the latest research, trends and development in curriculum and instruction.
11. Ensures school compliance with state, federal and School Board regulations and requirements.
12. Recruits and recommends for hire a diverse group of candidates. Establishes goals and priorities for staff and evaluates accomplishments of employees. Initiates disciplinary steps as necessary.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

General supervision - plans and arranges work with direction and advice from the Executive Director, Organizational Development.

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.

Provides all levels of supervision for assigned Specialized Services Supervisors, Professional Development Supervisors, Program Support and support staff.

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 master's degree in and educational field. A Wisconsin Department of Public Instruction Director's license (#10) or the ability to obtain such within two years of hire.

Experience Requirements

A minimum of seven years of successful teaching or classroom experience, with a professional educator's license in the areas of special education (learning disabilities, cognitive disabilities, emotional disturbance), early childhood, speech pathology, school psychology or social work. Training experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must understand interface between regular education and special education. Must have excellent planning and organizational skills. Experience in supervising staff. Experience managing budgets. A strong working knowledge of computer applications to include MS Office software, ESIS and the MPS Portal is required. Must be able to utilize SmartBoard Technology and iPad Technology. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required. Knowledge of the IDEA, corresponding state law, and district policies and procedures.

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, some travel to other school locations.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.