



**POSITION DESCRIPTION**

<b>JOB TITLE: Implementation Manager, Urban Teacher Residency Program (UTRP)</b>	
Job Class:	
<b>DATE</b>	Office of Human Resources Staffing Services
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Leads the development and ongoing management of the core components of the Urban Teacher Residency (UTR) Program.	

**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. Builds and maintains collaborative relationships with Urban Teacher Residency (UTR) partners; universities, Milwaukee Public Schools (MPS), host schools and various community entities.
2. Creates the resident learning standards.
3. Serves as the liaison to university partners, helping to ensure that course sequence aligns with learning standards and apprenticeship experiences.
4. Identifies, selects and assesses training sites for residents.
5. Identifies quality mentors within the district and develops professional development to ensure supportive learning environments are created for the residents.
6. Oversees the UTR programs financial health by creating and managing the program budget. Creates a diversified funding base.
7. Develops and/or helps to manage a Board of Directors, advisory board, or program/steering committee.
8. Serves as the liaison for the Milwaukee UTR program and other UTR programs nationally.
9. Develops and manages a training and induction program for graduates.
10. Manages and oversees other UTR staff, as necessary.
11. Actively supports the MPS Strategic Plan.

12. Performs other duties as assigned.

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

Receives general supervision from the Director, Staffing Services

**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.

Coordinates all aspects of the Urban Teacher Residency Program and the participants.

**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 an educational field and an administrators license from the Wisconsin Department of Public Instruction.

**Experience Requirements**

A minimum of seven years of professional teaching experience in an urban environment.

**Knowledge, Skills, and Abilities**

Effective oral and written communications skills are essential. Must be able to relate to the experience of a first-year teacher and understand the areas of focus for teaching success. Incumbent must be passionate about education reform and innovative teacher preparation programs. Excellent skills in analyzing and solving problems. Must be able to collaborate with multiple partners and navigate varying interest. Must be able to work with diverse groups within and outside of MPS. Must have strong project management and team management skills. Must have a comfort with student achievement data, financial models, and establishing and tracking performance metrics. PC experience with experience using MS Office products and database applications.

**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; travel between MPS locations is necessary.

*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.**