



POSITION DESCRIPTION

JOB TITLE: School Support Teacher Job Class:	
DATE	Office of School Administration School Sites
Pay Schedule:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Serves under the direction of the building's Principal and the CAO to support the Framework for Teaching at the school and classroom level. Supports four main responsibility areas at the school level: instructional coaching, assessment coordination and use of data to inform instruction to improve student outcomes, implementation of Educator Effectiveness and serving as a Peer Observer and planning and providing professional development based on teacher or school site needs.	

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. Designs and models instructional strategies including interdisciplinary lessons and projects to support district initiatives. Facilitates district and school-level professional development. Understands and supports implementation of all district instructional initiatives.
2. Communicates information between schools/teachers and MPS administration efforts to implement academic intervention strategies and develops reports on student progress.
3. Analyzes, interprets, and utilizes data to help implement and manage intervention strategies. Participate in school-based professional learning community meetings and assist in the development and implementation of School Improvement Plans.
4. Builds trust to facilitate change, plan strategically, and distribute leadership and works collaboratively with teachers, and district and school leaders to provide effective, formative feedback. Serves as a Peer Observer.
5. Supports the implementation of the Framework for Teaching, assists with the development of Educator Effectiveness Plans and uses collaborative coaching and conferencing and knowledge of Teachscape to guide others.
6. Serves as the Assessment Coordinator and uses data tools to provide technical assistance in the early identification of students in need of academic intervention and support implementation of academic intervention strategies for identified students.
7. Collects and reports data related to Corrective Action and assists with progress monitoring and implementation of Corrective Action requirements.

8. Maintains schedules and records and completes required paperwork to track data and results.
9. Mentors and provides support to new staff to the school.
10. Attends mandatory trainings outside of regular work schedule as required.
11. Manages multiple key initiatives and achieves identified results.
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.)

General Supervision provided by the building administrator.

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.

N/A

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.)

Master's degree preferred and a valid five year teaching or life time license.

Experience Requirements

A minimum of five (5) years of successful teaching experience as a fully-certified teacher with Milwaukee Public Schools. Candidates with Reading, Bilingual, Math or Special Education area encouraged to apply. Experience in providing professional development sessions at the district level, or significant demonstration that goes beyond working with staff at one school alone. Have attended four (4) district-level literacy related professional development activities during the last three (3) years.

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, Hyperion, ESIS and the MPS Portal is required. 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.

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.

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.