



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Specialist I, Gifted & Talented Curriculum</i>	Last Revised/Approved: <i>02/02/2018</i>
Job Code:	Reports To: <i>Curriculum Specialist IV</i>
Office: <i>Office of Academics</i>	Department: <i>Gifted and Talented</i>

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

Position Summary/Purpose:

Serves as a liaison between the schools and the Gifted & Talented Programs, and works to develop additional programming and delivery methods.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

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?*

- Serves as liaison for communications between schools and the Gifted and Talented Programs.
- Maintains stability and expansion of statewide online Academy.
- Markets to the state-wide audience interested in Advanced Learning programming.
- Communicates with statewide schools regarding programming quality and oversees the curriculum development process for online coursework.
- Organizes yearly schedule and course catalog.
- Prepares professional development sessions for school learning coaches, online instructors, and online curriculum designers.
- Organizes course and instruction evaluation reports for online teachers and other administrators.
- Establishes and maintains a curriculum collaborative between interested universities and school districts.
- Coordinates and facilitates the Advanced Learning program outline in the Smart Spaces Javit's Grant.
- Serves as a conduit for communication and collaboration among the project schools throughout duration of the project.

- Arranges for collection of all base-line information, disseminates surveys and administers evaluation tools in conjunction with Milwaukee Public Schools and University of Wisconsin - Madison's Research and Assessment evaluators.
- Works with critical stakeholders to prepare reports for federal grant contacts, as well as school boards and other community groups.
- Continues the development of the successful Gifted & Talented (GT) programs beyond grant funding.
- Creates a model that can be replicated in other MPS schools beyond the grant funding.
- Facilitates scheduling and implementation of GT mission and vision through planning and writing sessions, as well as other programs, services, supplies and materials, and events integral to the development and success of GT.
- Works directly with the principal, school staff, and community in implementation of new GT programs and ensures equitable access to underserved populations.
- Works with school leaders, staff, students, community partners and parents to ensure effective implementation and evaluation of programs and services.
- Prepares materials for professional development for staff, for workshops for parents and activities for students.
- Serves as liaison to other individuals, divisions, and community agencies that provide services to students.
- Attends relevant meetings and conferences.
- Provides resources and supportive services to ensure ongoing increases in the participation of low-income parents and students at meetings, workshops, etc.
- Provides technical assistance to targeted schools and community partners.
- Assists with purchasing curriculum and materials and in distributing materials at school.
- Provides monthly reports of grant program expenditures and assists in the development of grant applications to other funding sources for sustainability.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A master's degree in education or educational leadership is required.
- A valid Wisconsin Administrator's license (#10)
 - NOTE: Applicants that do not currently hold this license or have not completed a certification program awarding this license, may still qualify for the position if they enroll in and complete a certification program awarding the #10 Administrators License within 2 years. Until you complete the certification program, the District will request the license on your behalf upon appointment to the position for a maximum of two years.

Experience Requirements:

- Minimum of five (5) years of experience administrating with online, blended and face-to-face gifted programming and experience working with urban youth is desired.

Knowledge, Skills and Abilities:

- Effective presentation and facilitation skills; excellent interpersonal, analytical, and oral and written communication skills.
- Experience developing materials for multi-media and activity-based curriculum modules and Learning is required.
- Experience teaching and providing engaging professional development in gifted and talented field.
- Evidence of leadership and coordination of multi-site and school-wide programs.
- Experience in working successfully with low-income students and their families.
- Evidence of effective networking and facilitation among diverse groups and agencies to bring groups together for a common goal.
- Proficient with computer technology (e.g. Word, MOODLE, Excel programs, the Adobe Suite, Web-based programs,)

- Excellent problem solving and crisis management skills.
- Must have excellent planning and organizational skills.
- The ability to gather data, compile information and prepare comprehensive reports is required.

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
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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 Resources.