



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Supervisor I, GE Grant</i>	<b>Last Revised/Approved:</b> <i>April 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Director, Instructional Leadership</i>
<b>Office:</b> <i>Office of Innovation &amp; Information</i>	<b>Department:</b>

<b>Compensation Information</b>	
<b>Pay Grade:</b> <b>9A</b>	<b>Pay Range:</b> <b>\$67,289 – 97,502</b>
<b>FLSA Status:</b> <b>Exempt</b>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Oversees the implementation of the GE Foundation’s grant program on a day-to-day basis. Works collaboratively with the MPS teacher leaders, directors, the Chief Innovation & Information Officer, central administration staff, teachers and staff throughout the district. Develops a deep focus on sustainable system-wide change. Oversees the alignment of curriculum and assessment, as well as the implementation of a coherent professional development plan that addresses best practices in curriculum, instruction and assessment. Implements the six components: constituency engagement, management capacity, GE engagement, curriculum, professional development, and evaluation with a particular emphasis on curriculum alignment, professional development and building a professional learning culture.

**Core Competencies:**

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

**Management Competencies:**

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**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?*

- Provides leadership in the development and coordination of the GE Foundation's grant and works collaboratively and professionally to initiate, implement and sustain the work of the grant.
- Serves as a liaison among central administration and the GE Foundation to facilitate work toward building a collaborative culture.
- Works to enhance collaboration between and among teachers and administrators to increase student achievement.
- Works as a partner with the MPS teacher leader, Innovation staff, and all other program partners on all aspects of the GE Grant and ensures active participation of administrators and other teachers throughout the process.
- Represents the administration at GE Foundation meetings or conferences. Serves as a member on all committees established to accomplish the objectives of the GE grant; assists in the creation of the agenda and the monitoring of the committee meetings.
- Develops and implements a communications plan to keep school and district staff informed and involved in grant activities.
- Supervises GE coaches and staff using the district approved model.
- Works to develop and maintain a cohesive plan.
- Assumes responsibility, with MPS teacher leaders, for reports, materials, and additional information required by the GE Foundation and the Milwaukee Board of the School Directors.
- Works with community members, business, organizations, agencies and groups to support learning and student success.
- Monitors all grants, contracts and agreements in place locally that relate to the GE Grant.
- Shares best practices across the school district and with other GE Foundation sites.
- Works in partnership with AIR on evaluation activities and builds connections with national organizations and other Developing Futures In Education districts.
- Actively communicates with the Chief Innovation & Information Officer or designee and shares technical, budgetary and program detail with stakeholders.
- Works collaboratively with the Innovation director to prepare and manage the budget.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

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

- Position requires a Master's degree in educational leadership or a related field and administrative certification (#10 or #51 license) from the Wisconsin Department of Public Instruction.
- Position requires at least 5 years of fully-licensed and tenured teaching experience, preferably in a secondary environment with a STEM, math and/or science focus.
- Three (3) years of previous experience as an administrative/supervisor is also required.
- Driver's License (must have personal transportation available).

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

- Position requires at least 5 years of fully-licensed and tenured teaching experience, preferably in a secondary environment with a STEM, math and/or science focus.
- Three (3) years of previous experience as an administrative/supervisor is also required.

### ***Knowledge, Skills and Abilities:***

- Excellent oral, written and interpersonal and communication skills are required.

- Incumbent must be willing to take the responsibilities as a MPS administration leader with a focus on positive change.
- Experience in managing and implementing new programs, collecting data and monitoring results is critical.
- Must be willing to lead and facilitate district and school teams.
- Must be able to work with a diverse staff.
- Incumbent must have a commitment to building and supporting a collaborative culture and be highly respected among leaders and peers as a passionate change agent.
- Must be able to identify issues and impediments, and effectively articulate them to stakeholders.
- Budgetary and supervisory experience is necessary.
- PC skills to include MS Office products 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.*

*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.*

### **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 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.

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.