

PROFESSIONAL OPPORTUNITY
DEPARTMENT OF HUMAN RESOURCES , 5225 WEST VLIET STREET , P. O. BOX 2181, MILWAUKEE, WI 53201

Applications for the following positions are being accepted by the Department of Human Resources through August 20, 2004. A resume must be attached to the completed application. Appointment is subject to residency requirements, a criminal background check and a drug/alcohol test.

K-12 CURRICULUM LITERACY COORDINATOR/READING EMPHASIS

BASIC FUNCTIONS:

- Plans, organizes, develops, and coordinates implementation of system-wide teaching and learning goals for comprehensive literacy with emphasis on reading

MAJOR DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for system-wide K-12 curriculum and instructional development in comprehensive literacy with emphasis on reading including the evaluation and selection of instructional models and materials
- Conducts periodic assessments of the effectiveness of the curricular programs and makes recommendations for program improvement; provides leadership implementing those recommendations approved and funded by the Board of School Directors
- Works with coordinators of other programs and curricular areas to ensure coordination and consistency with regard to the implementation of comprehensive literacy and reading
- Leads or facilitates staff development related to balanced literacy and reading
- Coordinates, manages and formulates reports for all grants and funds related to comprehensive literacy and reading such as Reading First, Comprehensive School Reform, and Reading Evaluation and Demonstration of Success (READS)
- Provides technical assistance to all activities that are grant funded
- Attends required grant funded activities as needed (some travel required)
- Responsible for conformance to the stipulations for all grant funds
- Directs the development and implementation of content-specific professional development
- Provides leadership in the design and selection of appropriate system and classroom assessment tools, educates teachers, supervisors, and others about assessment methods
- Assists principals with the identification of curricular needs, setting of goals, development of innovative programs, and the design of evaluation procedures
- Provides leadership, coordination, and support in the development of innovative programs at the school and the district level including curriculum alignment, additional development of learning targets, and support for embedded professional development
- Provides leadership to literacy specialists, literacy coaches, reading resource teachers, high school department chairpersons, middle school learning coordinators, program implementers, and teachers in matters related to effective instructional practices and good reader behaviors
- Participates in new teacher induction efforts and supports programs for teachers new to the grade level and/or subject area
- Performs other duties as assigned

Qualifications:

- Masters Degree from an accredited institution.
- Three years of successful teaching experiences in an elementary school setting, early childhood experience desired, but not required
- Wisconsin certification in reading minimum requirement 316 (with 317 preferred)
- Certification as a Supervisor/Coordinator/Director of Instruction (License 10) or ability to obtain within two years
- Excellent oral and written communication skills
- Demonstrated leadership in comprehensive literacy with emphasis on reading
- Demonstrated technology skills
- Demonstrated commitment to equity and multiculturalism
- Experience in managing state and federal grants

The salary range is \$60,653 - \$88,133, 260 days (Schedule III, Range 11A)
This position is covered under the Wisconsin Retirement System.

Administrative applications may be obtained from the Department of Human Resources, Room 124 of the Central Services Building, 5225 West Vliet Street, Milwaukee, Wisconsin 53208 or visit our website www.milwaukee.k12.wi.us. For further information call (414) 475-8020.

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In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.