



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: Supervisor II, Academic Program Chair	Last Revised/Approved: May 2019
Job Code: TBD	Reports To: <i>Manager, Professional Training</i>
Office: Human Resources	Department: <i>Professional Training</i>

Compensation Information

Pay Grade: 10A	Pay Range: \$72,022-104,445
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

- Responsible for the implementation and management of the MPSU Urban Teacher Immersion Program's curriculum and academic quality. Oversee the academic quality of MPSU continuing education programming by developing and managing a comprehensive academic support program.

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/ Core Competencies:

- Monitors academic quality and student achievement in the online learning platform every week.
- Assists students in the resolution of academic issues, concerns and problems. Arranges student academic progress (SAP) appeals and completion of SAP letters, facilitates the grade grievance process as defined by academic policy. Participates in student academic progress meetings.
- Responsible for ensuring the MPS proprietary curriculums and assessments meet DPI teaching standards as outlined in program documentation; implements a cycle of continuous review and improvement.
- Assists the Manager in recruiting, hiring, orienting, and training faculty and assigned staff which includes ensuring that assigned faculty members hold the appropriate teaching credentials; manages faculty files.
- Manages orientation, onboarding, and training for faculty, mentors, and principal supervisors including ongoing professional development.

- Monitors and reports on students who withdraw from programs while improving processes to increase retention in collaboration with the department team.
- Coordinates the updating of syllabi/course objectives; coordinates textbook selection, supplementary instructional materials, changes in curriculum, program accreditation, program reviews, and licensure procedures as appropriate.
- Performs quarterly faculty evaluations and classroom observations, conducting coaching sessions as needed, models effective teaching techniques for adjunct faculty to ensure MPSU students are meeting expectations related to teaching, classroom management, and academic progress of assigned MPS students.
- Assists with the management of course sections and schedules, registers student and keeps student master schedules and records, and monitors and reports on student academic performance (SAP).
- Assists in the maintenance of records, data, and required documentation for accreditation requirements for university partners and/or DPI as related to courses/programs offered at MPSU including assessment and licensure outcomes.
- Acts as a substitute teacher for evening programming as needed including working a flexible schedule that includes one evening per week.
- Actively supports the MPS Five Pillars of Success.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- A Master's degree in Education or related area required.

Experience Requirements:

- Minimum of eight years experience working in a K-12 system as a Teacher required.
- Must have a Principal or Director of Instruction license.
- Prior experience working with online learning platforms is desired.
- Familiarity with accreditation and DPI/HLC policies a plus.

Knowledge, Skills and Abilities:

- A demonstrated ability to work well with external customers, departmental leaders and staff, other central office departments and school staff is required.
- Effective oral and written communication and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- Must be self-directed.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office, Adobe, Smartsheet and other frequently used software.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.

Working Environment:

- 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.

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 Capital.