

## OFFICE OF HUMAN RESOURCES

### Job Information

<b>Job Title:</b> Emerging Educator	<b>Last Revised/Approved:</b> 11/4/19
<b>Job Code:</b> TBD	<b>Reports To:</b> School Leader and Department of Organizational Development
<b>Office:</b> Office of Academics	<b>Department:</b> Organizational Development

### Compensation Information

<b>Pay Grade:</b>	<b>Pay Range:</b> \$34,900
<b>FLSA Status:</b> Hourly	<b>Term of Employment:</b> FT

#### Position Summary/Purpose:

A Milwaukee Public Schools' (MPS) Emerging Educator provides an instructional program for students which is appropriate to their educational needs and developmental level. The employee is responsible for implementing the lesson plans of the teacher for whom he/she is replacing and meeting the duties of teaching as outlined in the policies and procedures of MPS. The Emerging Educator participates as an integral member of the instructional team to include tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment for instruction. The Emerging Educator is assigned to a specific school for the duration of the school year filling in vacancies within that school for up to ten (10) school days in length per classroom/assignment.

- The Emerging Educator(s) will report to a school for a year-long assignment, work a regular assigned teacher's schedule, and fill in as teacher absences require.
- If there are no teacher absences on any given day in the assigned school, Emerging Educators are to assist/support teachers in the SPED classrooms covering a range of ages and SPED categories.
- Per the Emerging Educator education policy, the individuals should not be scheduled in any vacancy for more than ten (10) school days. Exceptions to this policy must be made by requesting an extension from the MPSU Training Manager or Director of Organizational Development.
- Emerging Educators are to be assigned to a broad range of opportunities to work at all grade levels and SPED classrooms to gain as much experience/expertise as possible.
- The Emerging Educators are not teachers of record but are emerging educators in a teacher degree and licensure program. Emerging Educators are in a teacher licensure program and should collaborate with the School Support Teacher to create lesson plans, learn how to record attendance (Infinite Campus), and provide related day-to-day instruction/student management in collaboration with the school administration.
- The Emerging Educators are required to attend school and district professional development opportunities.
- The Emerging Educators are to submit a work log on a weekly basis which requires the school leader signature.
- The Emerging Educator will be required to complete a teaching practicum to fulfill licensure requirements.

## **Essential Functions/Core Competencies:**

- Follows the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
- Implements instructional techniques and learning activities as directed in regular and/or special education settings.
- Meets and instructs assigned classes in the locations and at the times designated.
- Establishes and maintains a culture of learning in the classroom.
- Maintains a classroom environment conducive to teaching and learning.
- Administers, scores, and records achievement as the teacher recommends for individual students.
- Assists with fidelity in implementing school rules, administrative regulations, and School Board Policies.
- Takes all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Establishes and maintains cooperative relations with other employees, parents and the community.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan and Ambitious Instruction 2.0.
- Completes other duties as assigned.

## **Job Requirements:**

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

- Must be enrolled in a MPSU Emerging Educator's Teacher Preparation Program and maintain satisfactory academic progress and attendance.
- Must have an associate degree issued by an institution accredited by the Higher Learning Commission.
- Must have a current, valid substitute teaching license granted by the Wisconsin Department of Public Instruction.

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

- Must be able to show proficient work experience, performance, and attendance for the past school year with MPS.

### ***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 Microsoft Office software and the MPS Portal is required.
- Knowledgeable of Infinite Campus.
- Must be able to manage multiple 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.

- Typical school and classroom environment.

## **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:**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. 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.

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 Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.