



Appendix LLL-10-9  
April 12, 2010

April 8, 2010

## MEMORANDUM

To: Members of the Board of Education

From: Daniel A. Nerad, Superintendent

Subject: **Position Descriptions**

In the approved *Plan to Align the Work of the Administration to the District's Mission and Strategic Plan, the Reorganization Plan*, it states "For all revised or newly created positions, job descriptions will be developed and submitted to the Board of Education for approval."

On the April 12, 2010 Regular Meeting agenda – Superintendent's Announcements and Reports – I am seeking action on four position descriptions representing three new positions as a result of the approved reorganization plan and one revised description. These include:

- Deputy Superintendent / Chief Learning Officer
- Director – Professional Development
- Director – Early and Extended Learning
- Executive Director – Curriculum and Assessment.

Action on these position descriptions is being sought at this time in order to allow the newly created positions to be posted in as timely a manner as possible.

When additional existing position descriptions are revised, as a result of the reorganization plan, they will be submitted to the Board for review and approval. Please let me know if you have any questions on these position descriptions.

## Madison Metropolitan School District Position Description

**Position Title:** Deputy Superintendent/Chief Learning Officer

**Department:** Superintendent

**Reports to:** Superintendent

**Name:** Vacant

**Salary Grade:** TBD

**Date:** March 2010

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### **Purpose of Position:**

The Deputy Superintendent/Chief Learning Officer provides leadership in the ongoing development, implementation and evaluation of all learning programs and initiatives (curriculum, instructional and assessment). Under the direction of the Superintendent, is responsible for the improvement of student learning, the development and implementation of all learner-related programs within the District and the support for leadership development of all assigned administrators

### **Supervises:**

Assistant Superintendents-Elementary and Secondary Education  
Executive Director of Educational Services  
Executive Director of Curriculum and Assessment  
Executive Director of Student Services  
Director of Professional Development  
Coordinator-Grants and Fund Development  
Executive Assistant

### **Essential Duties and Responsibilities:**

#### **Specific Responsibilities:**

- Coordinates the administration of all learning related programs and initiatives (curriculum, instruction and assessment).
- Serves on the Superintendent's Cabinet as a representative and works cooperatively with other Cabinet members on integrating and coordinating individual efforts into a unified program for the District.
- At the request of the Superintendent, convenes staff teams, develops institutional responses, manages the flow of issues, sets priorities for addressing them and implements policies.
- Provides direct support to the Superintendent, the Board on behalf of the Superintendent and provides coordination of District-wide endeavors.

- Coordinates decision making among management team when the Superintendent is not readily available.
- Serves on committees and District-related functions as a representative of the Superintendent.
- Oversees the Doyle Administration Building.
- Attends Board of Education meetings, serves as a key contact for the Student Achievement and Performance monitoring committee and prepares agendas and reports for the Board as the Superintendent may request.
- Works with the Superintendent as the representative from the various departments to integrate and coordinate efforts into unified programs for the District.
- Keeps informed of, interprets and assures compliance with all laws, regulations, statutes, rules and policies affecting areas of responsibilities.
- Initiates studies and research in various aspects of assigned work.
- Interprets and communicates the programs, philosophy and policies to staff, students and the community-at-large.
- Prepares and maintains appropriate policies, state reports and claims as required.
- Develops goals, objectives and priorities based on the District's Strategic Plan.
- Directly responsible for Strategic Plan strategies dealing with students, curriculum and organization/systems.

### **Other Duties and Responsibilities**

- Serves as Chairperson of committees as designated.
- Co-facilitates the District Parent Council.
- Assists in the determination of types of programs and staffing needed by the schools and makes appropriate recommendations.
- Reviews and approves all recommendations for employment of certified instructional staff prior to being forwarded to the Superintendent for approval.
- Reviews and approves all recommendations for federal and state applications for funding prior to being forwarded to the Superintendent for approval.
- Regularly attends principals' meetings and visits schools.
- Maintains liaison with private and parochial schools; professional, civic volunteer and other community agencies; and groups having an interest in the schools.
- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.
- Serves in the absence of the Superintendent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's Degree or Specialist Certificate in Educational Administration.
- Wisconsin Certification as a District Administrator.
- Minimum of three years of successful teaching experience or its approved equivalency and five years of progressively responsible leadership and management experience.
- Interpersonal communication skills.
- Analytical and organizational skills.
- Leadership skills.
- Data analysis and reporting skills.
- Knowledge of organizational change theory.
- Knowledge of professional development.

- Knowledge of staff supervision and evaluation.
- Knowledge of budget preparation and management.
- Ability to work well with people.
- Ability to use various technology programs (i.e. word processing, Excel spreadsheets, Power Point).
- Ability to effectively plan and implement initiatives.
- Knowledge of federal and state rules and laws related to assigned programs.
- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise and having the desire to learn in these areas.

### **Physical and Sensory Requirements**

- Ability to operate a computer terminal/PC and other office equipment.
- Ability to exert very light physical effort in sedentary to light work.
- Ability to sit, stand, type or use the keyboard for extended periods of time.
- Ability to give oral presentations.
- Ability to compose written reports and documents.
- Ability to analyze data, draw conclusions, interpret policy and communicate well with others.
- Ability to work long hours.

### **Environmental Adaptability**

- Work involves frequent deadlines under pressure.
- Work requires frequent use of computer programs and data analysis.
- Work involves exposure to general public.
- Plans with others and determines how organizationally to best meet the needs of those served.
- Flexibility in adjusting to continuously changing situations.
- Ability to work in a safe and comfortable environment where exposure to environmental factors is minimal and poses little risk of injury.
- Flexible daily schedule.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the individual so classified.

# Madison Metropolitan School District Position Description

**Position Title:** Director-Professional Development

**Department:** Professional Development

**Reports to:** Deputy Superintendent/Chief Learning Officer

**Name:** Vacant

**Salary Grade:** 10

**Date:** March 2010

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## **Purpose of Position:**

The Director-Professional Development will plan, coordinate and oversee the planning and implementation of professional development programs.

## **Supervises:**

Professional Development Teacher Leaders  
Clerical Staff

## **Essential Duties and Responsibilities:**

### **Specific Responsibilities:**

- Designs, implements and evaluates professional development initiatives consistent with National Staff Development Council standards.
- Coordinates the District Professional Development process and provides planning and implementation support for District initiatives.
- Develops professional development plans for all employee groups.
- Approves staff development proposals.
- Provides technical assistance to groups and individuals regarding their professional development initiatives.
- Facilitates and consults with groups and individuals regarding professional development initiatives.
- Administers professional advancements credits.
- Oversees programs related to Education Professional Development Plans.
- Oversees teacher mentor programs.
- Oversees New Educator and New Administrator professional development.
- Establishes and maintains contact with external knowledge/resource networks.
- Coordinates District leadership development initiatives.
- Coordinates the Summer Institute process.

- Coordinates professional development opportunities throughout the year: course proposals, print materials, registration process, web components, PAC credit issues, employee record systems and ongoing employee questions/answers.
- Manages District Professional Advancement Credit (PAC) process for courses, independent study projects, committee attendance and non-MMSD requests through the PAC committee.
- Supervises and evaluates professional development Teacher Leaders and other assigned staff.
- Manages the budget for the Professional Development Department.

### **Other Duties and Responsibilities**

- Is a member of the PAC committee.
- Conducts appropriate needs assessments and evaluations of inservice and professional learning programs and makes recommendations for improvement.
- Assists other administrators with professional learning needs.
- Participates in special projects relating to the District.
- Attends District committee meetings as needed.
- Regularly attends principals' meetings and visits schools.
- Other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's Degree in Education.
- Wisconsin Certification as Director of Instruction (#10).
- Minimum of three years related experience.
- Minimum of three years experience in curriculum, instruction or adult learning.
- Related experience as trainer, facilitator or supervisor preferred.
- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise and having the desire to learn in these areas.

### **Physical and Sensory Requirements**

- Ability to operate a computer terminal/PC and other office equipment.
- Ability to exert very light physical effort in sedentary to light work.
- Ability to sit, stand, type or use the keyboard for extended periods of time.
- Ability to give oral presentations.
- Ability to compose written reports and documents.
- Ability to analyze data, draw conclusions, interpret policy and communicate well with others.
- Ability to work long hours.

### **Environmental Adaptability**

- Work involves frequent deadlines under pressure.
- Work requires frequent use of computer programs and data analysis.
- Work involves exposure to general public.
- Plans with others and determines how organizationally to best meet the needs of those served.
- Flexibility in adjusting to continuously changing situations.

- Ability to work in a safe and comfortable environment where exposure to environmental factors is minimal and poses little risk of injury.
- Flexible daily schedule.

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# Madison Metropolitan School District Position Description

**Position Title:** Director of Early and Extended Learning

**Department:** Early and Extended Learning

**Reports to:** Assistant Superintendent-Elementary

**Name:** Vacant

**Salary Grade:** 9

**Date:** March 2010

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## **Purpose of Position:**

The Director-Early and Extended Learning will plan, coordinate and oversee early childhood and extended learning programs.

## **Supervises:**

Instructional Resource Teachers  
Early Childhood Program Support Teachers  
Play and Learn Staff  
Summer School Secretary

## **Essential Duties and Responsibilities:**

### **Specific Responsibilities:**

- **Early Childhood**
  - Provides administrative leadership and oversight for all aspects of the District's Early Childhood special education program (including the provision of related services).
  - Supervises the completion of both initial Individualized Education Programs (IEP) evaluations and annual IEPs. Fulfills the role of Local Education Agency (LEA) Representative.
  - Develops contracts with child care centers and/or families regarding the reimbursement of special education and related services for Early Childhood aged students with disabilities.
  - Coordinates the submission of all monthly compliance related reports.
  - Coordinates the provision of IDEA Early Childhood proportionate share funding for private and parochial schools.
  - Develops annual budget and teacher, SEA and BRS staffing plans.
  - Maintains knowledge of special education methods, laws rules and regulations.
- **Four Year Old Kindergarten**
  - Oversees and monitors the school-based and community-based 4K program within the MMSD.
  - Works closely with other departments and the community providers to align curriculum, transportation, meals, hiring, professional development, contracts, etc.
  - Secures and monitors the on-site locations for the 4K Programs



- Meets with the Madison-based 4K Council members.
- **Summer School**
  - Works with assigned principals to coordinate all aspects of summer school K-Ready through 8<sup>th</sup> grade, including budget and annual summer school report.
  - Provides overall supervision to the sites for the six weeks of summer school.
  - Implements the 4<sup>th</sup> and 8<sup>th</sup> grad non-promotion policy.
  - Coordinates all aspects of summer school including hiring of teachers, transportation, food services, security, assignment of principals and administrative interns and all other activities associated with summer school.
- **Play and Learn**
  - Oversees the outreach to caregivers in low-income, under-served neighborhoods within the MMSD.
  - Identifies the neighborhoods to be served.
  - Secures and monitors the on-site locations for the Play and Learn Programs.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's Degree in Education.
- Wisconsin Certification as Principal (#51) and Special Education Coordinator (#80).
- Minimum of three years related experience.
- Minimum of three years experience in curriculum, instruction or special education.
- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise and having the desire to learn in these areas.

### **Physical and Sensory Requirements**

- Ability to operate a computer terminal/PC and other office equipment.
- Ability to exert very light physical effort in sedentary to light work.
- Ability to sit, stand, type or use the keyboard for extended periods of time.
- Ability to give oral presentations.
- Ability to compose written reports and documents.
- Ability to analyze data, draw conclusions, interpret policy and communicate well with others.
- Ability to work long hours.

### **Environmental Adaptability**

- Work involves frequent deadlines under pressure.
- Work requires frequent use of computer programs and data analysis.
- Work involves exposure to general public.
- Plans with others and determines how organizationally to best meet the needs of those served.
- Flexibility in adjusting to continuously changing situations.
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- Flexible daily schedule.

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# Madison Metropolitan School District Position Description

**Position Title: Executive Director-Curriculum & Assessment**

**Department: Curriculum & Assessment**

**Reports to: Deputy Superintendent/Chief Learning Officer**

**Name: Lisa Wachtel**

**Salary Grade: 11**

**Date: April, 2010**

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## **Purpose of Position:**

The Executive Director-Curriculum & Assessment provides leadership in the regular renewal of the District's curriculum to ensure alignment with State and National standards; in creating greater consistency with curriculum across the District; and in the development and implementation of a quality, contemporary student assessment system.

## **Supervises:**

Assistant Director-Curriculum & Assessment  
Assistant Director-Equity and Parent Involvement  
Curriculum & Assessment Teacher Leaders  
Curriculum & Assessment Teachers  
Clerical Staff

## **Essential Duties and Responsibilities:**

### **Specific Responsibilities:**

- Develops and implements a District curriculum renewal process and timeline for all content areas.
- Aligns District curriculum to State and National standards.
- Develops greater preK-12 curriculum consistency within the District while identifying appropriate areas of uniqueness by school.
- Develops and implements a quality, contemporary student assessment system at the District, school and classroom levels.
- Implements teacher leadership practices in carrying out departmental responsibilities.
- Collaboratively plans and implements relevant professional development activities with the Professional Development Department and other departments.
- Provides oversight to the office of Equity and Parent Involvement with particular emphasis on cultural relevant curriculum and assessment practices within the District.
- Provides oversight to the office of the Madison Virtual Campus Program.
- Provides direction and support to all assigned staff members.

- Hires, supervises and evaluates assigned staff members.
- Collaborates with the office of the Chief Information Officer, Program Evaluation and Long Range Planning to evaluate assigned areas of responsibility.
- Researches and updates current knowledge of best practices in areas of responsibility.
- Represents department on District committees.
- Serves as a member of the District's Management Team.
- Pursues appropriate grant opportunities.

### **Other Duties and Responsibilities**

- Serves as chairperson of committees as designated.
- Regularly attends principals' meetings.
- Participates in school cluster support work.
- Attends Board of Education meetings.
- Initiates studies and research on various aspects of assigned work.
- Implements assigned areas of the Strategic Plan.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's Degree in Curriculum and Instruction or Educational Administration.
- Evidence that the candidate is eligible to be certified by the Wisconsin Department of Instruction as Director of Instruction (#10). This must be received prior to the start of employment.
- Minimum of five years experience providing district-wide administrative leadership.
- Experience in planning, implementing and evaluating district improvement efforts.
- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise and having the desire to learn in these areas.

### **Desired Knowledge, Skills Abilities and Experience**

- Experience in problem solving complex and diverse issues concerning the education of all students.
- Demonstrated ability to plan for, develop, implement and evaluate instructional programs.
- Demonstrated ability to manage human and financial resources.
- Demonstrated ability to write grant proposals as well as reports for publication.
- Demonstrated ability to implement a multicultural curriculum.
- Demonstrated ability to effectively supervise and evaluate professional staff.
- Demonstrated ability to work with diverse ethnic and socioeconomic communities.
- Demonstrated ability to apply computer technology in the performance of duties and responsibilities.
- Knowledge of standards, benchmarks and assessment.

### **Physical and Sensory Requirements**

- Ability to operate a computer terminal/PC and other office equipment.
- Ability to exert very light physical effort in sedentary to light work.
- Ability to sit, stand, type or use the keyboard for extended periods of time.
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### **Environmental Adaptability**

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