Employment Opportunity Independent School District 196

Rosemount-Apple-Valley-Eagan-Minnesota Educating our students to reach their full potential



Director of Elementary Education

The Rosemount-Apple Valley-Eagan school district is seeking outstanding candidates to apply for the position of **Director of Elementary Education**.

District 196 is one of Minnesota's largest suburban school districts, covering 110 square miles in all or part of nine communities in northern Dakota County, Minnesota, 15 miles south of the Twin Cities of Minneapolis and St. Paul. The district has more than 126,000 residents, and over 27,000 students who are served in 18 elementary schools, six middle schools, four high schools, the School of Environmental Studies (an optional high school) and an Area Learning Center. The district's curriculum focuses on basic skills in all major subjects and high schools offer numerous elective courses. Individual needs are further met through special programs for gifted and high-potential students, tutoring programs, work programs, college credit options, an alternative high school and comprehensive special education programs. Students and staff have earned many state, national and international awards in academics, arts and athletics. Five of the district's schools have been recognized as National Schools of Excellence.

Responsibilities: The Director of Elementary Education is responsible for providing leadership for the district's Department of Elementary Education.

- Supervises and supports the elementary principals in providing leadership at the school and district level.
- Provides input and consultation relating to elementary school curriculum, student assessment and staff development.
- Maintains current knowledge of developments and innovations in elementary school instruction and operations.
- Supervises and coordinates the implementation of new and/or pilot programs and practices in elementary schools.
- Serves as site coordinator for Reading Recovery and allocates Reading Recovery staff.
- Monitors elementary school cocurricular programs, including Targeted Services Extended Day and Extended Year Programs.
- Serves as a member of the Superintendent's cabinet to problem-solve and assist in district level concerns and initiatives.
- Develops and monitors revenue and expenditure budgets for the Department of Elementary Education.
- Supervises the budget development process, staff allotments and capital improvement programs for each elementary school.
- · Develops and implements plans and procedures to resolve both short-term and long-term elementary instructional space needs
- Hears issues, concerns and complaints that are not resolved at the elementary school level.
- Works with community groups to improve school district relations.
- Directs efforts to ensure that school district facilities are safe, clean and responsive to the needs of the education program.
- Supervises the planning, construction and opening of new elementary facilities, including the process for determining educational specifications; ordering equipment and supplies; transferring and hiring staff; and determining appropriate attendance areas for affected schools.
- Works with School District Attorney in supervising practices and procedures related to elementary school student truancy, and suspension and expulsion cases. Ensures that district's harassment, violence, hazing and bullying policy in the elementary schools is enforced.
- Serves as School District's Human Rights Officer with respect to harassment complaints involving elementary students and monitors the implementation of the school district's harassment, violence and hazing policy in the elementary schools.
- Attends all regular school board meetings. Occasionally presents oral or written reports to the School Board.
- Allocate instrumental music staff in the elementary schools.
- Performs other duties as assigned by the Superintendent.

Qualifications: Qualifications include: 1) Bachelors degree with academic concentration in education, public administration or related field, 2) Post graduate coursework in education, educational administration, public administration or related field, 3) experience in public or private educational administration or public administration or public administration. Educational administration or public administration may include work as a professional consultant to an educational institution or a public entity, 4) effective interpersonal, oral and written communication skills, 5) leadership experience in an elementary school setting, 6) administrative licensure required.

Responsible to: The Superintendent of Schools

Compensation: Salary in the range of \$138,644 - \$156,352 (2015-16 salary range), plus an excellent benefits program.

Effective Date of Employment: July 1, 2015

Application Procedure: Persons wishing to be considered should submit an online application no later than February 27, 2015