

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Instruction and Achievement Coordinator (Q Comp/TDE, English Language Learners, K-12 Elective/Specialist Areas)

Department: Instruction and Achievement

Reports to: Director of Instruction and Achievement

Classification: NDCO 16

Exempt Status: Exempt

Job Summary: Instruction and Achievement Coordinators advance the mission of District 196 by supporting teachers, principals, and staff. They provide leadership, guidance, coordination, professional development, and program support while fostering collaboration and a shared focus on learning. Coordinators build staff capacity to meet the diverse needs of learners and to increase student achievement. Each coordinator offers leadership and direction within assigned content areas and programs, and collaborates with colleagues across the Instruction and Achievement Department to drive continuous improvement in teaching, learning, and student outcomes.

Duties and Responsibilities

- Provide leadership to assigned Instruction and Achievement Teams
- Supervise and facilitate the curriculum review cycle for the above-referenced content areas
- Coordinate district-wide articulation, coordination, and collaboration related to above content areas/programs.
- Ensure a focus on strong core instruction and tier two intervention
- Ensure a focus on inquiry, formative assessment, and technology integration
- Provide leadership in program evaluation and data collection, focused on continuous improvement
- Provide consulting services to schools, focused on identified needs
- Arrange and provide for the delivery of targeted professional development
- Collaborate with members of the special education department to ensure alignment
- Collaborate with colleagues to provide leadership/support to the Curriculum and Instruction Advisory Council (CIAC)
- Assist with recruiting, screening, hiring, training, assigning, and evaluating of personnel
- Supervise certified and classified personnel as assigned (Cont'd on next pg.)
- Complete Teacher Development and Evaluation (TDE) process for assigned TOSAs as a part of the three-year supervision and evaluation cycle
- Assist Director of Instruction and Achievement in the formulation and administration of designated team budgets
- Manage team budgets
- Coordinate staffing process for districtwide English Learner program
- Ensure compliance with District 196 policy regarding criteria for bids
- Facilitate long-range and short-term planning for team
- Collaborate with members of the Instruction and Achievement department on special projects and professional development, and related planning and calendars

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- Convene and facilitate district committees as needed
- Collaborate with building administrators in providing pressure and support for district initiatives
- Prepare board exhibits with Director of Instruction and Achievement, and present information to the Board of Education as appropriate
- Attend meetings as needed at the Minnesota Department of Education (MDE)
- Complete applicable program reports as required by MDE
- Perform related tasks and assume other related responsibilities as the Director of Instruction and Achievement assigns

Education and/or Experience

- Current Minnesota teaching license
- Current Minnesota administrative license or currently enrolled in a program
- Master's degree in education, curriculum and instruction or related field
- Minimum seven years' experience in one or more of the following areas:
 - K-12 classroom teaching
 - Instructional leadership
 - Curriculum development
 - Staff supervision
 - Structured literacy
 - Foundational skill-building
 - Evidence based early learning strategies

Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Understanding of systems and organizational change, and experience in leading change
- Ability to move back and forth between vision and detail work seamlessly
- Commitment to equity and culturally responsive teaching
- Commitment to inquiry and to life-long learning
- Ability to meet timelines and provide direction to work teams, and demonstrated ability to delegate appropriately
- Ability to work well with others
- Ability to provide focus and vision for group work
- Highly developed meeting facilitation skills
- Excellent problem-solving skills

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- Ability to resolve conflicts with groups and individuals
- Highly developed communication skills (including written, interpersonal, public speaking, and presentations)
- Demonstrated abilities in organization, resource management and budgeting
- Understanding of an instructional coaching model
- Knowledge/experience with integration and use of technology
- Strong knowledge of pedagogy, curriculum standards, and assessment
- Strong knowledge of current education research in regards to curriculum, instruction, assessment, and professional development
- Demonstrated ability to be a lead-learner
- Strong initiative and high energy

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Position may travel between buildings as needed