

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Instruction and Achievement Coordinator -
Systems Coordinator
Department: Instruction and Achievement
Reports to: Director of Instruction & Achievement
Classification: Level 16
Exempt Status: Exempt

Job Summary:

The Systems K-12 Coordinator position supports the mission and work of District 196 by strengthening instructional systems that ensure equitable access to high-quality teaching and learning for all students. This role provides leadership, guidance, coordination, and support for English Language Development (ELD), K-12 specialist area (physical education, visual arts, and performing arts), K-12 interventionist systems, and targeted services. The coordinator collaborates with teachers, school leaders, and district staff to build capacity, align systems, and support continuous improvement in instruction, assessment, and professional learning.

Duties and Responsibilities

- Provide systems-level leadership for English Language Development, Teacher Development and Evaluation, Interventionist supports, and Professional Development
- Lead and support district-wide implementation and continuous improvement of ELD systems and practices
- Provide leadership and coordination for interventionist systems, ensuring alignment with core instruction and MTSS frameworks
- Design, coordinate, and facilitate district-wide professional development aligned to district priorities and identified needs
- Lead program evaluation, data collection, and analysis to inform continuous improvement efforts
- Provide consultation and coaching support to schools based on identified instructional and systems needs
- Collaborate with Special Education, Instruction and Achievement, and other departments to ensure alignment of instructional and support systems
- Support district committees and advisory groups related to instruction, evaluation, intervention, and professional learning
- Coordinate extended day, extended year, and summer programming
- Assist with recruiting, screening, hiring, onboarding, training, and evaluation of assigned staff
- Supervise certified and classified personnel as assigned
- Complete the Teacher Development and Evaluation process for assigned staff as part of the supervision and evaluation cycle
- Assist in the development, management, and monitoring of designated budgets
- Manage assigned team or program budgets
- Ensure compliance with district policies, state requirements, and contractual obligations
- Facilitate both long-range and short-term planning to support sustainable systems implementation
- Collaborate with district leaders on special projects, professional learning calendars, and cross-department initiatives

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Duties and Responsibilities (cont)

- Convene and facilitate district workgroups and committees as needed
- Partner with building administrators to provide both pressure and support for district instructional initiatives
- Prepare reports, exhibits, and presentations for district leadership and the Board of Education as appropriate
- Attend meetings and collaborate with the Minnesota Department of Education (MDE) as required
- Perform related tasks and assume other responsibilities as assigned by the Director of Instruction and Achievement

Education and/or Experience

- Current Minnesota teaching license
- Current Minnesota administrative license or currently enrolled in a program
- Master's degree in education or educational leadership
- Minimum seven years' classroom teaching experience
- Experience with English Language Development programming and instruction supports
- Experience coordinating or leading district-level initiative (preferred)

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 seamlessly between vision and detail work seamlessly
- Commitment to equity and culturally responsive teaching
- Commitment to inquiry, reflection, and life-long learning
- Demonstrated ability to meet timelines, delegate effectively, and lead work teams
- Strong collaboration and relationship-building skills
- Ability to provide clarity, focus, and direction for group work
- Highly developed meeting facilitation skills
- Excellent problem solving and conflict resolution skills
- Highly developed communication skills (written, interpersonal, facilitation, and presentation)
- Demonstrated abilities in organization, resource management, and budgeting
- Knowledge and experience with technology integration to support instruction and professional learning
- Strong knowledge of pedagogy, curriculum standards, assessment, and MTSS frameworks
- Strong knowledge of current education research related to instruction, assessment, intervention, and professional development
- Demonstrated ability to serve as a lead learner
- Strong initiative, flexibility, and high energy
- Ability to ensure compliance with district policies, state requirements, and contractual obligations

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Physical Demands

- Occasionally required to walk; reach with hands and arms; and lift and/or move up to 10 pounds
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Specific vision abilities required by this job include close and the ability to adjust focus

Work Environment

- Travel to individual school or off-site locations to conduct business related to the essential functions of the position is required.
- Most work is performed in an office or school building.