

# Red Wing Public Schools Position Description

## Director of Teaching and Learning

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### General Information

Department:	District Administration and Support
Unit:	District Directors
Immediate Supervisor:	Superintendent
Grade Placement:	27
FLSA Status:	Exempt

### Position Summary

The Director of Teaching and Learning will lead and oversee the development, implementation, evaluation, and direction for the District K-12 curriculum including aligning curriculum with State standards; school improvement processes; staff development programming; administration and evaluation of State and local testing and assessments; administering teaching & learning grants (e.g. Title programs.); and gifted & talented programming for the District. This position requires a strong educational leader who is proficient in the LETRS (Language Essentials for Teachers of Reading and Spelling) training program and who has a deep understanding of both general and special education. The Director will provide strategic direction to the American Indian Education Director, Special Education Coordinator, and Teaching and Learning Team Members to ensure that the District's teaching strategies meet the needs of all students, including those with learning differences.

### Essential Duties and Responsibilities

1.	<p>Provides district-wide coordination and leadership in the implementation of the district's school improvement processes to include such activities as:</p> <ul style="list-style-type: none"><li>• Coordinates the improvement planning such as data analysis, needs assessments, goal development, and program evaluation.</li><li>• Leadership in the development and implementation of the school district's school and improvement process.</li><li>• Leads and coordinates the development and implementation of district and site improvement plans.</li><li>• Oversees the LETRS training for teachers and support staff and ensures its integration into teaching practices throughout the district.</li><li>• Provide leadership and direction to the Special Education Coordinator, ensuring the effective delivery of special education services and compliance with all federal, state, and local regulations.</li><li>• Responsible for leading the District Advisory Council and Teaching and Learning Committee.</li><li>• Prepares reports such as the Annual Report on Curriculum, Instruction, and Student Achievement.</li></ul>
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2.	<p>Reinforces, supports, and facilitates the implementation and adoption of the school leadership models and their concepts across the District including:</p> <ul style="list-style-type: none"> <li>● Develops strategies to continually improve instruction, and ensure cooperation and collaboration to improve school quality, school climate, and culture.</li> <li>● Encourages the use of data-driven decision-making to enhance student achievement.</li> <li>● Implements changes and curriculum programs with the focus on a guaranteed and viable curriculum.</li> </ul>
3.	<p>Oversees, plans, and directs the curriculum review, development, and implementation process.</p> <ul style="list-style-type: none"> <li>● Provides best practice research into effective teaching and learning practices.</li> <li>● Oversees and manages the processes by which the curriculum and instructional materials are reviewed, selected, ordered, and implemented. Coordinates all meetings, and makes recommendations regarding budget allotments for curriculum and instructional materials.</li> <li>● Works with and collaborates with building administrators to resolve and address parent and student issues/concerns related to curriculum and instruction.</li> <li>● Works with the technology team to integrate technology within the curriculum.</li> </ul>
4.	<p>Directs the staff development, professional development, and growth.</p> <ul style="list-style-type: none"> <li>● Ensures that relevant staff development activities are identified, planned for, and implemented.</li> <li>● Develops a yearly calendar of staff development activities.</li> <li>● Chairs the continuing education committee.</li> <li>● Develops and implements teacher evaluation systems and processes. Provides training to administrators in the evaluation process.</li> </ul>
5.	<p>Oversees and directs the testing and assessment program.</p> <ul style="list-style-type: none"> <li>● Develops and implements district assessment plans.</li> <li>● Oversees the ordering of local and state tests and disseminates tests to the appropriate buildings.</li> <li>● Communicates with employees involved in the testing administration regarding testing procedures and processes.</li> <li>● Supervises and analyzes local and state assessments and communicates findings to staff members and community members.</li> <li>● Facilitates the use of assessment results by staff members to enhance teaching and learning objectives.</li> </ul>
6.	<p>Coordinates student support services:</p> <ul style="list-style-type: none"> <li>● Leads and directs the implementation of Title programs, ADSIS, and gifted &amp; talented programs.</li> <li>● Leads and oversees the implementation of MTSS initiatives.</li> <li>● Plans and implements systems for the evaluation of all programs administered.</li> <li>● Collaborates with non-public schools within the school district and the American Indian Education Parent Committee.</li> <li>● Serves as the primary liaison for home schools within the District.</li> <li>● Coordinate district processes, procedures, and systems for BARR with an equitable and cohesive lens</li> <li>● Develops and maintains systems for creating, reviewing, and seeking feedback on BARR handbook, Winger Pride matrices, tier 1 BARR components, and system of positive feedback and</li> </ul>

	<p>acknowledgment</p> <ul style="list-style-type: none"> <li>● Develops and implement school-specific procedures that adhere to the district framework</li> <li>● Leads district BARR meetings with building-level leads</li> <li>● Research and Implement social-emotional curriculum structures and strategies and other resources</li> </ul>
7.	<p>Plans, develops, and monitors the fiscal operations and budgets of instructional programs.</p> <ul style="list-style-type: none"> <li>● Prepares and administers budgets for programs administered.</li> <li>● Completes all reported local, state, and federal fiscal reporting requirements.</li> <li>● Seeks out and applies for additional resources and grants to fund district initiatives or programs.</li> <li>● Approves expenditures.</li> <li>● Seeks out and secures collaborative agreements and relationships with other organizations/agencies to better meet the needs of the district and the community.</li> </ul>
8.	<p>Instructional Coaching:</p> <ul style="list-style-type: none"> <li>● Coordinates district building-level instructional coaches.</li> <li>● Coordinates new teacher mentorship programming.</li> <li>● Coordinates and engages in job-embedded coaching with teachers in the area of curriculum, instruction, and assessment with a focus on integrating innovative instructional/behavioral practices into daily instruction.</li> <li>● Build capacity and leadership in other staff through consultation, collaboration, direct instruction, and job-embedded coaching through a growth mindset.</li> <li>● Demonstrate knowledge and expertise in equity and culturally responsive teaching practices</li> <li>● Provide coaching with Multi-Tiered Systems of Support for academics and behavior.</li> <li>● Assist building principals in providing leadership for the curriculum, instruction, and assessment, or behavior.</li> </ul>
9.	<p>Collaborates, works with, and provides recommendations along with other district management in the Superintendent’s Cabinet to address issues, acts as a consultant for student Human Rights and Title IV, and problem-solves concerns confronted by the District.</p>
10.	<p>Serves as the liaison with community partners:</p> <ul style="list-style-type: none"> <li>● Serves as a liaison for home schools and non-public schools within the District.</li> <li>● Serves as a liaison for community partners such as Hispanic Outreach, Youth Outreach, Prairie Island Indian Community, and other organizations.</li> </ul>
11.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

## Required Education, Training, and Work Experience

Required Education / Training: 2 years of graduate school

Degree Information: Master’s Degree

Major Field of Study or Degree Emphasis: Educational administration or educational leadership (principal licensure required), Literacy background (K-12 Reading Licensure preferred), and Special Education experience

Required Work Experience:

Minimum of five years of supervisory and educational leadership experience

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- K-12 Teaching Licensure with the State of Minnesota
- Licensed in Minnesota as a Superintendent or Principal (or in the process of obtaining)

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Learning processes, models, theories, and educational technologies, instructional trends, teaching strategies, and developments.
- District organizational structure and administrative policies and procedures.
- Principles, best practices, techniques and methods applied to the assessment, measurement and evaluation of curriculum, student achievement and instruction.
- Fundamental of school finance.
- School leadership models.
- Pertinent laws, rules, guidelines and regulations pertaining to areas of accountability.
- Supervisory and management practices and procedures.
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.

## **Essential Skills Required to Perform the Work**

- Human relations and conflict resolution.
- Oral and written communications.
- Consulting, advising and facilitating decision-making and committee decisions in staff development, curriculum and instructional improvement planning.
- Organizational and project management skills.
- Supervising, managing, delegating, monitoring and evaluating the performance of employees.
- Grant administration and required accounting/recordkeeping/reporting activities.
- Group facilitation and presentational techniques.
- Certified LETRS trainer or a commitment to obtain LETRS certification within 6 months of hire.
- Curriculum and instruction planning and implementation coordination.
- Demonstrated experience in overseeing special education programs and working collaboratively with special education staff.
- Planning, assessing, evaluating, developing and implementing instructional and staff development/improvement programs.
- Statistical skills – descriptive and inferential measurement tools and techniques – used in researching, evaluating and interpreting testing, achievement, program and learning outcomes.
- Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner for district executives and the Board.
- Conducting public relation activities both inside and outside of the organization and with local, state or federal agencies.
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others that can involve occasional disagreeable human interactions and/or conflicts.

## Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16

Revised: 5/16/2024