

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

| JOB TITLE | DEPARTMENT/SECTION | SUPERVISOR |
|--|------------------------------------|----------------|
| Director of Teaching & Learning | Teaching & Learning | Superintendent |
| <p>JOB SUMMARY: Responsible for providing leadership, coordination, and organization for Teaching & Learning Department staff. Department responsibilities include the implementation, planning, coordination, and evaluation of district-wide curriculum, staff development, testing and assessment, new teacher mentorship, and high potential, Title I and English Learner programming at all grade levels. (Early Childhood through Grade 12), Additional responsibilities include the oversight of Federal Title Grants and the management and implementation of MN Legislative and Federal ESSA requirements.</p> <p>Responsible for organizing and leading district outreach committees designed for teacher, parent, student, and community input. Responsible for communicating district improvement initiatives and results.</p> | | |
| <p>QUALIFICATIONS: Master’s degree in education, Minnesota teaching license, and five or more years of teaching experience required. Knowledge of current Minnesota and Federal requirements. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.</p> | | |
| TASK NO. | DESCRIPTION WORK YEAR: 210 days | |

Department Organization

- Coordinate and Lead Department & Department Meetings
- Organize and Direct Administrative Assistant’s Tasks
- Evaluate Teaching & Learning Staff
- Track Department Budgets

Staff Development

- Organize and Lead District-wide Staff Development
- Facilitate Administration Study Groups
- Create, Advertise, and Oversee St. Mary’s Graduate Level Course Onsite Offerings

District/MDE/Community Liaison

- Organize and Facilitate Staff and Community Collaboration Committees
- Responsible for World’s Best Workforce Report
- Responsible for implementation of MN Legislative and Federal ESSA Requirements
- Lead or Serve on Assigned Strategic Plan Workgroups

Federal Title Grants

- Write and Manage Title I, II, III Federal Grants
- Responsible for Title I, II, II Federal Regulations Management
- Facilitate English Learner Department Meetings and Training Sessions

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

High Potential Programming

- Facilitate the process of identifying students for programming and maintaining clear communication with all parties involved
- Coordinate and administer identification tests
- Fulfill the duties of district gifted and talented director as outlined in student acceleration requests

SUPERVISOR’S APPROVAL

DATE

COMMITTEE’S APPROVAL

DATE