



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Educational Services	<b>Department:</b> Educational Services
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Superintendent, the Director of Educational Services is responsible for aligning District Goals and carrying out assigned District Initiatives. Demonstrate the leadership and administrative skills necessary to develop, achieve and maintain the best possible educational program for the students of Waconia Public Schools in support of the mission, vision and values of the School District. Duties include the development and implementation of K-12 curriculum in accordance with District policy, the planning and facilitating of staff development and technology integration opportunities; and overseeing K-12 standardized testing, assessment as required by federal, state, or local mandates.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Facilitates the District's curriculum review process and technology integration process with District Leaders to ensure high quality teaching strategies and alignment to Minnesota standards.
  - a) Schedules, organizes, and facilitates curriculum review process in partnership with curriculum review teams.
  - b) Collaborates to support licensed teachers by providing resources to support necessary curriculum writing.
  - c) Facilitates the review and approval process of curriculum teams to ensure high quality curricula and alignment to District expectations and state standards.
  - d) Researches best practices and products to meet and support the technology needs, mission and objectives of the District.
  - e) Works in partnership with technology staff to produce instructional and administrative materials.
- Coordinates the acquisition of requested instructional resources to support District curriculum.
  - a) Facilitates, as part of the curriculum review process, the selection of instructional materials.
  - b) Researches and recommends purchasing of instructional materials.
  - c) Facilitates and/or delegates the inventory process of District instructional materials.
  - d) Supports teachers during the implementation process of new curriculum.
  - e) Supervises staff responsible for the coordination of technology integration.
- Assists principals in preparing staff development agendas.
  - a) Attend monthly site team meetings and provide support and assistance to building sites in their planning, goal setting, writing, and implementation of school improvement plans and staff development goals.
- Coordinates and monitors District curriculum and assessment expenditures and budget.
  - a) Prepares in partnership with the curriculum review committee the budget for new adoptions and first time material selections.
  - b) Prepares and monitors in partnership with the District-wide staff development budget.

- c) Coordinates the requisition process and reviews orders prior to Business Office submittal.
- Carries out supervisory responsibilities in accordance with District policies and applicable laws. Responsibilities may include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising job performance; disciplinary employees; and resolving problems.
- Oversight and management of Federal and State Grants.
- Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
- Facilitates the implementation of State and Federal Legislative requirements.
- Attends training sessions, conferences, seminars, District, and departmental meetings as necessary.
- Performs other comparable duties of a like or similar nature as apparent or assigned.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>				
	<b>less than high school diploma</b>	<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>  Master's Degree		
	<b>High school diploma or GED.</b>			
	<b>1 year college</b>		<b>2 years college</b>	<b>Major field of study or degree emphasis:</b> Education, Curriculum/Instruction, Administration and/or Educational Specialist or related area.
	<b>3 years college</b>		<b>4 years college</b>	
	<b>Bachelor's Degree</b>			
<b>x</b>	<b>Master's Degree</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>● Knowledge of K-12 educational operations, mandates, and best practices for integrating technology to enhance school programs and operations.</li> <li>● Teaching principles, practices, techniques and approaches.</li> <li>● Child development theories and development stages and needs.</li> <li>● Current trends, theories and technologies pertaining to learning and instruction.</li> <li>● Local, state and federal/national standards pertaining to educational outcomes and achievement.</li> <li>● Assessment procedures, test construction and evaluation methods.</li> <li>● Elements of effective assessment design and administration processes.</li> <li>● State and local systems for recording and reporting assessments.</li> <li>● Curricular and instructional material and strategies.</li> <li>● District administrative policies and procedures.</li> </ul>		
	<b>Doctorate</b>			

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum 5 years experience as a classroom teacher.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Teaching License and Administrative Licensure in the state of Minnesota

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Coordinating and facilitating curriculum evaluation and design.</li> <li>● Assisting classroom teachers in assessing, improving and revising curriculum, including experience working with staff across grade levels and different subject matter.</li> <li>● Collecting, summarizing, analyzing and interpreting testing or other statistical data.</li> <li>● Utilizing statistical packages and software packages for data analysis.</li> <li>● Coordinating and organizing the administration, collection, testing administration and distribution of standardized tests.</li> <li>● Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of technology throughout the District.</li> <li>● Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of District staff in the planning, integration and support of technology throughout the District.</li> <li>● Presenting complex reports, issues and concepts before diverse audiences and groups.</li> <li>● Designing, developing and implementing professional development programs and services.</li> <li>● Dealing with staff, parents, administrators and other educational professionals over curriculum, assessment, testing and staff development issues and concerns. Interactions require presentational and communication skills to persuade, instruct, facilitate, inform and work with others to gain cooperation and understanding of educational issues/needs/outcomes and to advise or make recommendations.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Teaching and Learning Specialist	1
2	Dean of Students	2
3	English Language Learning Teacher	3
4	Administrative Assistant	1
<b>TOTAL</b>		<b>7</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Licensed teachers while serving curriculum committee assignments.	<b>Total:</b> 300

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**Classification History:**  
Description created by ISD 110 Human Resources 3/2023