



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Teaching and Learning Manager	Department: Teaching and Learning
Immediate Supervisor's Position Title: Director of Teaching and Learning	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Teaching and Learning, and with the guidance of building principals, the Teaching and Learning Manager is responsible for providing leadership in the overall administration and delivery of educational programming.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Licensed and Non-Licensed Employee Hiring, Supervision and Evaluation
 - a) Works in collaboration with the Director of Teaching and Learning and building principals to hire, assign, provide work direction, supervise, promote, discipline and/or dismiss licensed and non-licensed employees.
 - b) Evaluates licensed and non-licensed employees using ISD 110 performance rubrics, tools, and other evaluation instruments.
 - c) Assists licensed employees in the development of Student Learning Goals (SLG), and evaluates performance towards SLG goal attainment.
- Instructional Leadership and Staff Development
 - a) Supports Director of Teaching and Learning and building principals in planning, implementation and facilitation of staff development opportunities for licensed and non-licensed staff.
 - b) Collaborates with schools and professional learning communities to plan, facilitate, and/or assess professional development activities as directed by the Director of Teaching and Learning.
 - c) Makes recommendations to Director of Teaching and Learning and building principals for staff development opportunities based on observed instructional needs.
 - d) Participates in developing and writing Student Learning Goals (SLG) with individual teachers and/or with grade level or subject teams.
- State and Local Assessment Preparation, Implementation and Evaluation
 - a) Provides faculty and staff guidance in the areas of test specifications, testing procedures, and strategies for preparing students for standardized testing.
 - b) Collects, analyzes and interprets testing results, and works with the Director of Teaching and Learning to create reports to share with school district administration, faculty, and staff.
 - c) Works in cooperation with the Director of Teaching and Learning to review, analyze, and respond to student needs and achievement. Synthesizes data into concise reports to be used in the creation of responsive building improvement plans.
 - d) Works with special services staff to determine students who qualify for state testing accommodations and/or state alternative assessments.
 - e) Works with the Minnesota Department of Education to stay abreast of Minnesota Academic Standards and state testing requirements and timelines.

- Title I Program Management
 - a) Performs all necessary administrative tasks for the effective implementation of Title I programs including formulating and writing programs and coordination of programming with eligible schools including local parochial schools.
 - b) Works in collaboration with the building principals to hire, evaluate, and supervise the work of Title I licensed and non-licensed employees. Works directly with licensed and non-licensed employees to implement the programs.
- Supports building principals and program directors in providing leadership and coordination of building level intervention programming. Programming areas may include: Math and Reading Corp., AmeriCorp., ADSIS grant personnel, student assistance team (SAT) support, and management of student 504 plans.
- Performs other duties as assigned. Communicates the district’s educational vision and philosophy to the employees, students, parents, and community. Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Master’s Degree required.	
High school diploma or GED.					
1 year college		2 years college		Major field of study or degree emphasis: Educational Administration, Instructional Leadership or related area.	
3 years college		4 years college			
Bachelor’s Degree					
x Master’s Degree				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Principles and practices of effective, research-based 	

<p>Doctorate</p>	<p>instruction sufficient to analyze, communicate, and assess elements of the teaching process;</p> <ul style="list-style-type: none"> • Cognitive coaching and other researched-based approaches to improving and evaluating teacher performance; • Effective professional development to support licensed and non-licensed employees; • Current trends, theories and technologies pertaining to teaching and learning; • Assessment procedures and techniques, test construction and evaluation methods; • Minnesota Government Data Practices and the Family Education Rights and Privacy Acts to ensure adherence to all legal requirements; • Management/supervision theory, principles and techniques; • District administrative policies, procedures and standards; • School laws, rules and regulations; • Human relation concepts, principles and techniques; • Office equipment and software used by the district in maintaining records and files (i.e., word processing software, student record databases, evaluation software).
<p>Required Work Experience in Addition to Formal Education/Training: Minimum of years (5) years teaching experience required.</p>	
<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required upon hiring: Minnesota Principal or Director of Special Education license required.</p>

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Communicating clearly and concisely, both orally and in writing. • Using judgment and discretion in handling problems and issues in accordance with the policies and procedures of the district. • Prioritizing, organizing, and managing time and activities. • Establishing and maintaining professional and courteous working relationships with staff, colleagues, students, parents, and the community. • Leading, coordinating, monitoring and providing resources to licensed and non-licensed employees. • Planning, evaluating and implementing new or existing program changes. • Measuring and assessing techniques used in evaluating the effectiveness of educational programming and educational outcomes. • Monitoring, documenting and maintaining student data and requirements needed for local, state or federal data reporting needs. • Interpreting and applying mandated laws, rules, regulations and guidelines consistent with the intent and purpose of the legislative requirements and district policies and procedures. • Speaking and communicating effectively and appropriately with parents, students, staff, administrators, providers, and educational professionals over instructional needs, curriculum, services, concerns or problems of the district; • Using typical office productivity software and applications.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Title I Teacher	0.5
2	Title I Educational Assistants	4
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised Teachers and Regular Education Educational Assistants	Total:
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs			x	
Walk			x		Up to 25 lbs			x	
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	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 25 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. Sedentary work involves sitting most of the time.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.