

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

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Q Comp Advisor (Teacher on Special Assignment)	Assigned School	Superintendent & STMA Education Mn. President
JOB SUMMARY: Responsible for developing and managing the St. Michael-Albertville Q Comp program.		
QUALIFICATIONS: Master’s degree and valid Minnesota teacher’s license, a minimum of 10 years of experience working as a teacher preferred or previous experience in a Q Comp leadership position in another district; experience in a leadership role (STMA experience preferred); demonstrated experience in developing programs as well as orchestrating the necessary services and resources for staff; effective communication, organization and time management skills; demonstrates effective interpersonal relationship skills, and demonstrates broad base of instructional strategies and practices that promote student learning.		
TASK NO.	DESCRIPTION WORK YEAR: 186 days + 15 days	FREQUENCY

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| 1 | Lead the team of instructional coaches to support the implementation of Q Comp and ensure compliance with Q Comp policies and procedures. | 40% |
| 2 | Assist Instructional coaches with peer observations. | 20% |
| 3 | Work with others to develop assessment tools to measure impact of Q Comp on teacher practice and student achievement. | 5% |
| 4 | Organize and facilitate teacher training for all teachers that supports the Q Comp plan while supporting the ongoing district staff development agenda. | 5% |
| 5 | Provide leadership in developing job embedded teacher professional development as outlined in the Q Comp plan, and support and monitor PLC’s to ensure effectiveness and compliance with the Q Comp plan. | 10% |
| 6 | Work closely with the Q Comp team, union leadership, staff development director, assessment director, curriculum director and principals to align Q Comp program with contract agreements, curriculum, instruction, assessment, and staff development initiatives, and evaluation procedures and practices | 5% |

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7	Keep all teachers and administrators regularly informed of Q Comp progress and changes, and provide updates on Q Comp to the School Board, District administrators, and teachers.	2%
8	Organize and keep records of completed observations, timeliness, and other pertinent information necessary for the organization and documentation of the Q Comp program.	3%
9	Prepare District and State reports.	2%
10	Serve as a liaison between the District and MDE.	1%
11	Participate in building and district sponsored professional development initiatives and other professional training opportunities as directed by supervisor	2%
12	Communicate with staff through newsletters, web pages and other informational technology	3%
13	Participate in district, building, and Q Comp meetings as requested by supervisor.	1%
14	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE