



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Director of Teaching & Learning

Department: District Office/Department of Teaching & Learning

Contract: 260 days

Supervisor: Superintendent

Status: Exempt

Position Overview & Responsibilities

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 state and federal legislative requirements. Responsible for organizing and leading district outreach committees designed for teacher, parent, student, and community input. Responsible for communicating district improvement initiatives and results.

Responsibilities include:

- **Teaching and Learning Department**

- Supervises, coordinates, evaluates, and leads the Teaching & Learning Department.
- Organizes and directs administrative assistant's tasks.
- Creates and manages department budgets.

- **Staff Development**

- Organizes and leads district-wide staff development.
- Serves on assigned district level committees.
- Facilitates administration study groups.
- Creates, advertises, and oversees graduate level course onsite offerings.
- Advises superintendent and administration on staff development requirements and opportunities.

- **District/MDE/Community Liaison**

- Organizes and facilitates staff and community collaboration committees.
- Responsible for World's Best Workforce report.
- Facilitates the implementation of state and federal legislative requirements.
- Leads or serves on assigned strategic plan workgroups.



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- **Federal Title Grants**

- Oversees and manages federal Title grants.
- Facilitates English Learner Department meetings and training sessions.

Qualifications

Master's degree in education and Minnesota administrative license required. Five or more years' of teaching and/or prior administrative experience is strongly preferred. Knowledge of current Minnesota and Federal requirements. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the superintendent as well as with coordinators, directors, and principals across several buildings and departments.

Must possess knowledge of relevant laws, rules, guidelines, and standards pertaining to curriculum, academic standards, Minnesota Department of Education instructional standards, and the administrative policies and procedures of the district. Must possess strong organizational skills, written and verbal communication skills, and have the ability to work with diverse groups of people. Must possess strong customer service skills.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.