



MONONA GROVE

SCHOOL DISTRICT

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www.mononagrove.org

Position Description

Position Title:	Director of Secondary Education - Teaching and Learning
Department / Location:	Teaching and Learning
Reports to:	Superintendent
Employees Supervised:	Career and Technical Coordinator; Administrative Assistant
Classification:	Exempt
Status:	12 months
Created / Revised:	February 2025
Board Approval Date:	February 19, 2025

Job Purpose

The Director of Secondary Teaching and Learning coordinates District and school level data to be used as part of school continuous improvement planning and analysis at the secondary level.

Essential Functions and Responsibilities

The duties and responsibilities described below are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, supervise and coordinate an organized, continuous program of instruction and curriculum developed on a system-wide basis in accordance with the district's educational philosophy.
- Advise the Superintendent and Deputy Superintendent on matters pertaining to maintaining and upgrading the curricular and instructional programs in grades 6th-12th.
- Ensure articulation of the educational program within and among grade levels.
- Assume a leadership role or serve as consultant to principals and other staff on matters pertaining to curriculum development and instructional and staff improvement throughout the district.
- Collaborate with other District Office staff on programming to meet the needs of all learners.
- Direct the process by which curriculum change and innovation are put into effect throughout the district.
- Facilitate curriculum projects involved in the curriculum design or renewal process.
- Make the final decision on recommendations submitted to the Superintendent or Deputy Superintendent regarding curriculum and instructional matters.
- Direct and coordinate applicable Educational Services staff.

- Supervise applicable district in-service educational programs.
- Coordinate the development of the district's summer school program.
- Provide leadership in evaluating the performance of schools.
- Assist the Superintendent and Deputy Superintendent in the preparation of the annual district budget, in particular that portion of the budget dealing with system-wide instructional services, materials and equipment.
- Recommend staffing patterns, develop plans for instructional staffing and participate in the decision-making process concerning standards for the selection of new professional staff members.
- Serve on planning committees for school construction and make recommendations regarding classroom layout and educational facilities.
- Provide leadership to and coordinate curriculum study activities.
- Develop and implement competency-based criteria and standards for evaluation of the instructional program.
- Direct the production of curriculum guides, course syllabus and resource units.
- Prepare federal, state and/or local reports as directed by the Superintendent or Deputy Superintendent.
- Attend professional meetings, conferences, institutes etc. to keep abreast of current trends and practices in curriculum content and instructional methods.
- Coordinate research carried on in the schools by the district's employees or by individual groups from outside the staff.
- Maintain contact and consult with state, regional and local agencies that affect the curricular/instructional programs of the district.
- Incorporate required instructional programs into the district's curriculum.
- Interpret instructional services to the public by way of the news media, community organizations, civic groups and governmental agencies.
- Perform other related duties as directed by the Superintendent, Deputy Superintendent or Board.
- Coordinate new teacher induction and mentoring program.
- Design and oversee processes for the effective collection, maintenance, interpretation and reporting of student assessment data.
- Research the validity, reliability, scaling and linkage of tests in relation to the results.
- Coordinate the District testing program to include distribution and collection of federal, state and District assessments and provide support in the use of assessment results to address instruction and student performance.
- Oversee processes for the effective collection, maintenance, interpretation and reporting of student assessment data.
- Collect and disseminate student performance data in an easy-to-use format that impacts District/school goal-setting and classroom instruction.
- Organize, store and ensure successful and accurate upload of assessment test results into the District data system.
- Conduct an in-depth analysis of norm-reference and criterion-reference assessments and present results to stakeholders.
- Supervise the implementation of Life, College and Career ready programming to include Career and Technical Education and Academic and Career Planning grades 6-12th.
- Maintain District assessment technology including training and supporting new users and troubleshooting problems.
- Ongoing continuous improvement strategies at the secondary level.
- Design report formats and produce specialized reports.
- Prepare assigned and necessary reports for the Superintendent, Administration, Board of Education, school sites, parents and the general public.
- Other duties as assigned.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

Skills and abilities:

- Ability to work effectively, collaboratively and positively with administrators, counselors, staff, parents, students, and the public.
- Ability to maintain a positive, caring, supportive approach while working with a variety of people.
- Ability to initiate, prioritize and implement responsibilities without direction.
- Ability to work independently, make sound judgments, organize, plan and balance multiple priorities.
- Ability to maintain a high degree of confidentiality of District, school, and student information.
- Ability to maintain self-control and handle complaints and requests for information in an effective, positive and efficient manner.
- Ability to operate a variety of office machines including fax machine, telephone, calculator, photocopiers, computers, and various software and equipment, etc.
- Ability to establish and apply process and organization in all work functions.

Language skills:

- Ability to read, analyze, and interpret federal, state, and/or DPI regulations, handbooks, manuals, District policies, budget reports and general accounting procedure documents.
- Ability to write reports, business correspondence and procedure documents.
- Ability to effectively present information and respond to questions from groups of administrators, staff, counselors, students, parents, and the general public.

Mathematical skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to do statistical analysis with a high level of accuracy and purpose-driven application.

Reasoning ability:

- Ability to interpret an extensive variety of technical instructions with several abstract and concrete variables.
- Ability to use good judgment and effectively solve problems.

Working Conditions

This job is performed in an office setting. Occasionally the job requires work to be performed at a variety of District locations.

Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to frequently stand, walk, twist, bend, sit, talk or hear. The employee may frequently use hands to finger, handle or feel objects or controls. The employee may occasionally stoop, kneel, crouch or crawl. The employee may regularly reach with hands or arms. The employee

may regularly lift and/or move up to 10 pounds; occasionally lift and/or move up to 25 pounds; rarely/never lift and/or move up to 50 pounds.

Education and Experience

- Master's Degree in a related field
- Experience working with curriculum, assessments at the Secondary level. Professional learning and working in a leadership role.

Licenses and Certifications

- Curriculum and Instruction

EEO Statement

The Monona Grove School District does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed