



Rockford Area Schools

Learning & Innovation Specialist

General Definition of Work

Provides leadership, direction, and accountability to all E-12 licensed teachers

Essential Functions

- Serves as the primary lead in Q Comp planning, budgeting, and decision making
- Responsible for leading (or coordinating) the BILT process at all school sites
- Partners with the Director of Learning & Innovation/Superintendent, Principals, and teacher leaders to coordinate professional development/professional learning opportunities.
- Monitors and assists in approving District professional development requests
- Assists in leading the RAS Instructional Cabinet
- Assists in drafting the RAS Learning and Innovation Roadmap
- Chart RAS course as it pertains to our instructional processes

Education and Experience/Qualifications

Education:

- MN K-12 Teaching License (current)

Experience/Qualifications (or the ability to learn):

- Minimum of 3 years of classroom teaching experience
- Experience with innovative instructional programs and pedagogy
- Experience using data to drive instructional improvement decisions
- Experience with Q-Comp and related programming
- Experience in leading professional development/professional learning
- Experience with the READ Act and associated literacy initiatives
- Excellent verbal and written communication skills
- Ability to partner with all stakeholders
- Ability to present relevant content to large and small audiences
- Exceptional ability to navigate job-embedded technologies, such as Google, Excel, etc.

Physical Requirements

- Ability to sit, stand, and walk for extended periods.
- Vision and hearing abilities sufficient to perceive and interact with colleagues, visitors, and telephone communications.

- Stamina to handle the demands of a fast-paced office environment.
- Comfortable working at a computer workstation for prolonged periods, including keyboarding and viewing a monitor.
- Ability to work occasional evenings or weekends, if required, to support special events or projects.
- Adaptability to varying work environments, including office, meeting rooms, and school facilities.

Special Requirements

- Confidentiality: Ability to maintain strict confidentiality regarding sensitive information, including student records, personnel matters, and institutional policies.
- Multitasking: Capacity to handle multiple tasks simultaneously while maintaining accuracy and attention to detail.
- Stress Management: Ability to remain calm and composed under pressure and effectively manage stressful situations.
- Cultural Sensitivity: Awareness and respect for diverse cultures, backgrounds, and perspectives within the school community.
- Teamwork: Willingness to collaborate with colleagues and support a positive work environment through effective communication and cooperation.
- Professionalism: Commitment to upholding ethical standards and representing the school in a professional and courteous manner at all times.
- Possess the ability and willingness to continually strive to develop the skills necessary to keep up with the constantly changing environment.