



Learning, Design, and Innovation Director

Purpose Statement

The Learning, Design, and Innovation Director develops and facilitates programs, services, and systems designed to provide high-quality learning opportunities for students. This role aligns with the district's mission, vision, and goals, and involves developing and implementing programs for educators and staff, serving as a resource, and maintaining programs and services that meet established guidelines.

Supervisory Relationship

Reports to: Superintendent

Essential Functions

- **Vision and Strategy:** Operationalize a cohesive district PK-14 vision for teaching and learning.
- **Competency Development:** Formalize and facilitate the achievement of base competencies for each employee category.
- **Data Analysis:** Analyze multiple measures of student achievement to evaluate instructional effectiveness, develop programs for higher achievement, ensure graduates are choice-ready, and comply with established requirements.
- **School Improvement:** Oversee school improvement duties within the accreditation process, ensuring alignment with the district strategic plan and goals.
- **Data Utilization:** Coordinate district data reviews and build capacity in teams' use of data for systems improvement.
- **Stakeholder Engagement:** Coordinate stakeholder input on topics related to teaching and learning, ensuring diverse representation and informed decision-making.
- **Resource Management:** Serve as a resource for stakeholders and policymakers about district programs, professional learning, and student achievement.
- **Instructional Resources:** Facilitate an instructional resources review cycle and administer the instructional resource request process.
- **Standards-Based Education:** Facilitate the development of standards-based education, including teaching practices, alignment, proficiency scales, progress monitoring, and student goal setting.
- **Financial Management:** Monitor financial activities of funds assigned to the LDI department and assist in building annual budgets.
- **Federal Programs:** Plan, organize, implement, and oversee assigned federal programs.
- **Compliance Reporting:** Prepare compliance reports required by local, state, and federal agencies.
- **Staff Supervision:** Supervise and evaluate the performance of LDI staff in accordance with existing statutes.
- **Project Management:** Develop and manage projects from initiation to implementation through program evaluation.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Developing and administering budgets
- Operating standard office equipment and utilizing pertinent software applications
- Planning and managing multiple projects

- Preparing and maintaining accurate records
- Training, developing, and supervising staff

Knowledge

- Current trends and practices in education
- Pertinent codes, policies, regulations, and laws
- Principles of employee development and management
- Project development, goal attainment, and time management
- Accounting/bookkeeping principles
- Principles of conflict resolution

Abilities

- Schedule activities, meetings, and events
- Gather, collate, and classify data
- Work independently and with diverse individuals
- Analyze data using complex processes
- Adapt to changing priorities and handle frequent interruptions
- Develop and maintain positive working relationships
- Facilitate communication between individuals with divergent positions
- Implement change and maintain confidentiality
- Meet deadlines and provide direction and leadership

Responsibility

Work independently under broad organizational guidelines to achieve unit objectives. Manage major organizational components and supervise the use of funds for multiple departments. Utilize significant resources from other work units to perform job functions. Continually impact the organization's services significantly.

Work Environment

The role involves some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Typically, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience

Minimum of five years of relevant teaching experience

Administration experience preferred

Experience providing professional development to adult learners

Extensive knowledge of instructional design methodologies and standards writing/development

Experience developing and managing projects from inception to completion

Education

Master's degree in a job-related area

Certificates and Licenses

Valid North Dakota Teaching Credential

Valid North Dakota Administrator Credential

Continuing Education/Training

Maintain relevant certificates and licenses

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Salary Grade

Administrative Salary Schedule

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.