ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Q-Comp Advisor**	**Department / Building:** Assigned School
Reports To: Superintendent	**FLSA Status: Exempt**
Grade / Subgrade:	**Bargaining / Work Unit:** Certified Staff Contract
Duty Year: 186 days + 15 days	**Position Last Updated:** **07-01-2026**

SECTION II: JOB SUMMARY

Responsible for developing and managing the St. Michael-Albertville Q Comp program. Operates as a coach for a designated period of the day and program leader throughout the year. Works closely with Q Comp coaches monitoring program implementation and developing successful coaches. Collaborates with administration and principals to further teaching growth and development throughout the district. Leads and coordinates the district's mentorship program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** **Q Comp Program Administrator**
Percent of Time	35	

Tasks involved in fulfilling above duty/responsibility:

- Leads a team of instructional coaches to support the implementation of Q Comp and ensure compliance with Q Comp policies and procedures.
- Assists Instructional coaches with peer observations.

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- Works with administrators and teachers to develop assessment tools to measure impact of Q Comp on teacher practice and student achievement.
- Organizes and facilitates teacher training for all teachers that supports the Q Comp plan while supporting the ongoing district staff development initiatives and agenda.
- Provides leadership in developing job embedded teacher professional development as outlined in the Q Comp plan, and supports and monitors PLC's to ensure effectiveness and compliance with the Q Comp plan.
- Works 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
- Keeps all teachers and administrators regularly informed of Q Comp progress and changes, and provides updates on Q Comp to the School Board, District administrators, and teachers.
- Organizes and keeps records of completed observations, timeliness, and other pertinent information necessary for the organization and documentation of the Q Comp program.
- Prepare District and State reports.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Q Comp Coach
Percent of Time	50	

Tasks involved in fulfilling above duty/responsibility:

- Performs the role of an instructional coach as identified in the Q Comp instructional Coach job description for an assigned building in alignment with meeting Instructional coach staffing needs in the school district.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Mentorship Coordinator
Percent of Time	10	

Tasks involved in fulfilling above duty/responsibility:

- Ensure the district's mentorship program complies with Federal Title II guidelines and local collective bargaining agreements.
- Work with HR and district finance to track mentor hours, verify requirements are met, and process mentor stipends.
- Organize and host professional development seminars for new teachers.
- Collaborate with building principals to ensure new teachers are supported at the building level.
- Coordinate with the Teaching and Learning Department to align mentorship goals with the district's overall Strategic Plan, Staff Development goals and budget.

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Duty/Responsibility #	4	**Statement of duty/responsibility:** Other Duties as Assigned
Percent of Time	5	

Tasks involved in fulfilling above duty/responsibility:

- Works closely with the superintendent, director of teaching and learning, and teacher union leadership to promote Q Comp throughout the school district.
- May attend meetings, conferences, workshops and other functions for training purposes.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- 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 a broad base of instructional strategies and practices that promote student learning.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Master's degree and valid Minnesota teacher's license;
- Minimum of 10 years of experience working as a teacher preferred or previous experience in a Q Comp leadership position in another district;

SECTION VI: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)

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Physical		Lifting/Carrying		Exposure to Environmentals	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	C	Up to 25 pounds	O	Toxic chemicals	N
Sitting	C	Up to 50 pounds	N	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	C	More than 100 pounds	N	Fumes	O
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	O
Climbing, balancing	F	Quiet (i.e. private office)	O	Extreme heat (non-weather)	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	F
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	F	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	F
Distinguishing temperature	O			Color vision (identify and distinguish colors)	O
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 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.

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Notice of Rights Under the Federal Medical Leave Act
https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf