

# **LAKEVILLE AREA SCHOOLS**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Achievement and Integration Coordinator

**DEPARTMENT / BUILDING:** District Wide

**TITLE OF IMMEDIATE SUPERVISOR:** Director of Schools and Continuous Improvement

**BARGAINING UNIT:** Non-Affiliated

**EXEMPT/NON-EXEMPT:** Exempt

**LOCATOR (HR use only):** 009- Non-Affiliates

**POSITION SUMMARY:** The Achievement and Integration Coordinator will be responsible for leading programs and projects from start to finish in alignment with District Strategic Plan and Achievement and Integration Plan while employing strong project management and change management acumen. This position supports the ongoing professional development provided by the district by working directly with administrators, teachers, and staff to move from theory to practice related to equitable processes, practices, and district-wide systems. The Achievement and Integration Coordinator supports the mission and vision of Lakeville Area Schools by ensuring success for all students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Supervises the school success liaisons through targeted guidance, career coaching, outreach, and consultation
2. Leads the writing and reporting of the Achievement and Integration Plan and support the writing of MN American Indian Grant yearly as well as other grant opportunities as they arise
3. Oversees and manages the Achievement and Integration Budget
4. Co-lead Multi District Collaborative Council and American Indian Parent Advisory Committee
5. Leads, directs, and manages the work of the Building Equity Leads through learning and development initiatives to ensure training needs and deadlines are met in alignment with individual school operational plans.
6. Designs and conducts needs assessments to address continuous improvement needs across the district.
7. Develops and facilitates face-to-face, hybrid, and online professional development to ensure staff understand and avoid bias, promote equitable practices, and invest in upholding the district's mission and strategic plan and the Achievement and Integration Plan
8. Collaborates with coordinators on the direction and guidance of Teaching & Learning Directors to integrate Ready for Rigor pedagogy and practices into professional learning to align with the district's strategic plan and the Achievement and Integration Plan
9. Demonstrates expertise with a wide variety of technology tools, resources, and methodologies to engage racially, culturally, linguistically and economically diverse learners
10. Provides tools and resources for increasing workplace diversity, equity and inclusion including supporting the integration of equitable practices and cultural responsiveness methodologies into continuous improvement

11. Inform and educate individuals, teams, and schools on issues around cultural competency, equity, and inclusion in a myriad of ways including coaching, workshops, and professional learning opportunities
12. Consult and collaborate with staff to build greater individual and school capacity for supporting the social and academic success of underserved students
13. Leads summer outreach collaboration with ISD191 in alignment with the Achievement and Integration Plan
14. Work with IDSS coaches and PLCs to analyze data and develop culturally responsive strategies through the standards-based review process and teacher development evaluations
15. Work with the MTSS Coordinator, DAC, Directors of Teaching and Learning, as well as teaching staff to develop more inclusive curriculum and course options including standards based review process
16. Serves on building committees/task forces as directed including writing interview questions, job descriptions, and serving on interview committees.
17. Performs other duties as needed or assigned by the Director of Schools and Continuous Improvement
18. Follows and adheres to district policy
19. Attends ongoing professional development

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Represents Teaching and Learning at district meetings as requested
2. Provides input to LAS staff who represent their site and/or team at district meetings
3. Serves on building committees/task forces as directed
4. Follows district directives

**REQUIRED QUALIFICATIONS** (Specific training or job experience required before appointment):

1. Required Minnesota Teaching License or Administrative License in Education
2. 5+ years of classroom experience or 7+ years of relevant work experience. Diversity, Equity & Inclusion, and/or Education focused experience is required
3. BA in Education or related field (MA preferred)

**Functional/ Technical Qualifications:**

1. Demonstrated focus on equity, culturally responsiveness, and leading change
2. Ability to think strategically but also drive tactical execution.
3. Ability to prioritize and execute on multiple tasks/projects and independently adjust to changing priorities.
4. Intermediate to advanced understanding of diversity, equity, and inclusion best practices.
5. Works effectively both independently and in a team environment.
6. Ability to influence associates and leadership up to the executive management level using verbal, written, and presentation skills.
7. Ability to summarize complex concepts and clearly communicate up to executive management.
8. Possesses project and team management skills.
9. Industry and best practice research skills are a must.
10. Committed to continual learning and growth of knowledge and skills.

<b>Employee is required to:</b>	<b>Never</b>	<b>Occasionally 1-33%</b>	<b>Frequently 34-66%</b>	<b>Continuousl y 66-100%</b>
Stand				X
Walk				X
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

**DATE:**      **02/19/2025**