

## **LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION**

**POSITION TITLE:** Secondary Teaching and Learning Coordinator

**DEPARTMENT / BUILDING:** Teaching and Learning, District Wide

**TITLE OF IMMEDIATE SUPERVISOR:** Director of Secondary Teaching and Learning

**BARGAINING UNIT:** Non-Affiliate

**EXEMPT/NON-EXEMPT:**

**LOCATOR (HR use only):** 009

**POSITION SUMMARY:** Under the direction of the Director of Secondary Teaching & Learning, the Secondary Teaching & Learning Coordinator will provide leadership and support in developing, implementing, monitoring, and sustaining the grades 6-12 curriculum, instruction, and assessment activities to execute the District Strategic Plan. Duties include coordinating and the leadership of the standards-based review process set forth by the state of Minnesota, achievement data and analysis, continued development and implementation of college and career readiness, and professional development. The Secondary Teaching & Learning Coordinator will partner and work closely with the Director of Secondary Teaching & Learning and the other Secondary Teaching & Learning Coordinators to establish guidelines and criteria for curriculum, instruction, and assessment.

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

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

District/Strategic Planning:

1. Builds and sustains relationships with the district leadership and school staff.
2. Convey and uphold the District Mission and Vision, which drives work towards executing the Strategic Plan.
3. Under the supervision of the Director of Secondary Teaching and in partnership with the Secondary Teaching and Learning Team, the Secondary Teaching and Learning Coordinators work directly or indirectly as a team with the following programs and responsibilities:

Co-develops and facilitates the Standards-Based Review Process for all content areas set forth by the State of Minnesota.

- Plans, designs, and provides follow-up for all content area staff
- Leads the evaluation of the current strengths of curricula and opportunities for improvement
- Facilitates the selection process for updated curricular resources
- Monitors the vertical alignment of the curriculum
- Facilitates process around student assessment to align with state standards which support the Professional Learning Community Process

Partner with District leadership, teachers, and community stakeholders to continuously support the Career and College Readiness Framework.

- Facilitate teacher, student, and district stakeholder groups around the College and Career Readiness initiatives
- Partner with stakeholders to assess, develop, and implement College and Career Readiness programs.
- Create and develop strategic partnerships with local business leaders to promote and source College and Career Readiness initiatives
- Participate and connect to relevant community organizations' events and services
- Work with the Communications Department to create student-relatable and impactful communications to raise awareness of opportunities and programs.
- Ensures ISD 194 complies with federal grant (Perkins) funds for CTE programs and represents ISD 194 in the South Metro Consortium.

Co-develops and facilitates the support of equitable 5-9 advanced learning supports aligned with the district's strategic plan. This includes:

- Coordinates with middle school staff to ensure that district-approved advanced curriculum units are implemented in appropriate courses.
  - Collaborates with middle school teachers to ensure core courses provide differentiated and advanced learning opportunities for all students based on readiness, interest, and/or learning preferences
  - Trains teachers in qualities and effective instructional strategies for advanced learning via differentiation and embedded honors protocols.
  - Supports the identification process of advanced learners and supports site clustering in math and ELA in grades 6 and 7
  - Support students, parents, and teachers in subject and grade acceleration cases as needed.
  - Collaborates with the Elementary Teaching & Learning Coordinator, Elementary Gifted Specialists, and 5th-grade Ignite! teacher to transition students into middle-level programming.
  - Collaborates with high school deans to transition students from middle school into the high school advanced learning programs.
  - Maintains accurate records in our student information systems on which students are participating in advanced academic programs
4. Communicates curricular review and recommendations with relevant district-wide committees, the Board of Education, and District leadership upon request.
  5. Support building site leadership teams in implementing their School Continuous Operational Plan.
    - Attend Site Leadership Meetings upon request or as needed
    - Attend Professional Learning Community, department, or team meetings upon request or as needed
  6. Attend and participate in district-wide committees as requested by the Director of Secondary Teaching & Learning
  7. Attend and represent the District in local and state meetings and conferences related to state standards, assessment, and instruction.

Professional Development:

1. Supports, plans, and co-delivers professional development on designated in-service days.

2. Serves as a consultant and instructional coach to teachers, Professional Learning Communities, and departments regarding best practices and effective instructional processes.
3. Supports the planning and delivery of New Teacher Workshop.
4. Participates in professional development growth activities to maintain professional knowledge and stay current with curricular trends and instructional best practices.

**Employment Standards:**

1. Ability to communicate effectively both written and orally to convey knowledge and skills to staff
2. Manages and plans for the work, sets priorities, and evaluates progress toward outcomes
3. Ability to work collaboratively with a variety of personalities and needs
4. Ability to handle conflict and work toward resolution

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned by the Director of Secondary Teaching & Learning
2. Collaborates with other departments and leaders to support the needs of teachers and students

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

1. Minimum of 5 years of teaching experience; preferred: current Minnesota teaching license and a Master's Degree
2. Preferred: K-12 Administrative Licensure
3. Up-to-date knowledge of the current trends, research with best instructional practices
4. Leadership experience working with, leading, and facilitating adults.
5. Ability to present and speak in front of groups
6. Ability to manage adult learners

| <b>Employee is required to:</b>                     | <b>Never</b> | <b>Occasionally<br/>1-33%</b> | <b>Frequently<br/>34-66%</b> | <b>Continuously<br/>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: 04/08/2025**