

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, February 24, 2014, 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  1. Response to Intervention (Rtl) Presentation.
  2. Workforce Readiness.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Director of Technology Proposal.
  - B. Items for Consent Grouping
    1. Personnel Items.
- VIII. Items for Information
  1. Guaranteed Lunch.
- IX. Future Meetings
  - Monday, March 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, April 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, February 24, 2014, 7:00 PM  
Northfield High School Media Center

**TO:** Members of the Board of Education  
**FROM:** L. Chris Richardson, Ph. D., Superintendent  
**RE:** Explanation of Agenda Items for the February 24, 2014, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of Regular School Board meeting held on February 10, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Response to Intervention (RtI) Presentation.  
The Response to Intervention (RtI) Coaches will report about the program at the three elementary schools: what has worked well; challenges; work in progress. Director of Teaching and Learning Mary Hanson will present what the Middle School, High School and Alternative Learning Center are doing with the implementation of PBIS (Positive Behavioral Interventions and Supports). Matt Hillmann, Director of Administrative Services, will talk about moving forward with Multi-tiered Systems of Support (MTSS) in K-12.
  2. Workforce Readiness.  
Workforce Readiness is all the buzz across the country, across the state, and at the legislature. At Northfield High School, we've added our voice to the buzz in a multitude of areas. TORCH, Career and Technical Education (CTE) teachers, High School administration, City of Northfield leadership, South Central College, and local business community leaders have joined forces to make career readiness a focal point of "what's next" for our school and district. Through internships, course development, career pathway development, and articulation agreements with higher education, we are moving to a model that we believe will better prepare a significant population of our students for the world of work, locally and beyond.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Director of Technology Proposal.  
The Board was presented with the proposal for the implementation of the Director of Technology position on January 27th. At the February 10th Board meeting, this proposal was again reviewed and the Board had the opportunity to ask questions and make comments. At Monday night's meeting, administration is prepared to answer any additional questions from Board members and ask for Board approval of this proposal.  
  
**Superintendent's Recommendation:** Motion to approve the Director of Technology proposal as presented.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.

1. Personnel Items.
  - a. Appointments\*
    1. Jennifer Deplazes, Special Education Educational Assistant-PCA (Class IV) at Bridgewater Elementary for 6.5 hours/day beginning 02/17/2014 – 06/06/2014; Class IV, Step 1 - \$13.49/hour.
    2. Katherine Ford, .4 FTE 7<sup>th</sup> Grade Life Science Teacher at the Middle School beginning 02/27/2014 – 06/06/2014; MA, Step 6.
    3. Mark Langevin, Middle School Track Assistant beginning 04/01/2014 – 05/30/2014; Level I, Step 1.
    4. Marianne Malecha, Assistant Girls Softball Coach (10<sup>th</sup> grade) at the High School beginning 03/10/2014 – 06/06/2014; Level F, Step 1.
    5. Jedidiah McGuire, Special Education Educational Assistant-PCA (Class IV) at Bridgewater Elementary for 6.75 hours/day beginning 02/26/2014 – 06/06/2014; Class IV, Step 1 - \$13.49/hour.
    6. Jane Morrison, Child Nutrition Associate 1 at the High School for 3 hours/day beginning 02/21/2014; \$13.82/hour.
    7. Event Workers – Activities: Stephanie Balvin, Jane Dolan, Donna Hall, Sara Mikkelson, Amy Mihelich and Renae Trebelhorn
  - b. Increase/Decrease/Change in Assignment
    1. Tina Dokken, Middle School Math Teacher, add .1 FTE overload (10 days) at the Middle School beginning 02/21/2014 – 03/19/2014.
    2. Sherri Goehring, ALC Educational Assistant/Child Nutrition Associate, change to ALC Educational Assistant (Class II) for 7 hours/day beginning 02/10/2014.
    3. Kevin Kowalewski, Community Services Rec Employee at \$7.75/hour, change to CS Rec Employee at \$7.50/hour beginning 01/14/2014 – 02/11/2014.
    4. Sue Leidner, Educational Assistant (Class IV) at Sibley Elementary for 5.30 hours/day, add EA (Class IV) for 3.25 hours on Mondays only beginning 04/07/2014 – 06/06/2014.
    5. John Sand, 1.0 FTE PE/Health Teacher at the High School, change to 1.2 FTE for second semester beginning 01/18/2014 – 06/06/2014.
    6. Lydia Tilstra, LI Special Education Teacher at Sibley, overload pay beginning 10/21/2013 – 06/06/2014.
  - c. Resignations
    1. Paul Bernard, Middle School Track & Field School, resignation effective 2/13/2014.
    2. Jennifer Josephson, School Social worker, resignation effective at the end of the 2013-2014 school year.
    3. Amanda George (Rezac) KidVentures Site Assistant at Sibley Elementary, resignation effective 02/24/2014.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Guaranteed Lunch.

Superintendent Richardson will review the district's position on serving lunch to students with a negative balance in their individual lunch account.

IX. Future Meetings

Monday, March 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, April 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
February 10, 2014  
Northfield High School Media Center

- I. Call to Order.  
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Fossum was absent. Stratmoen left the meeting after action was taken on the renewal of capital roof bonds.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no one.
- IV. Approval of Minutes  
On a motion by Maple, seconded by Pritchard, minutes of the Regular School Board meetings held on January 27, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - The 18 top spellers qualified for and participated in the 30th annual District Spelling Bee on January 23 at the Middle School. The top three finishers have advanced to the regional bee, which will be held in Rochester on February 11. Eighth grader Hannah Pahs was the champion speller for the second year in a row. Eighth graders Joseph Pesta and Elijah Leer finished in second and third place.
  - Two Alpine Skiers (Cam Strike and Skye Sonnega) and one Nordic Skier (Miles Broske) have qualified for the state meet.
  - The Northfield High School Music Listening team of NHS Juniors Henry Beimers, William Beimers, and Nicholas Pelletier won the State Music Listening championship. This is their second straight State Championship. Their winning score was 98 out of 100, which may be an all-time record score for any team in the history of the State Music Listening Meet. Their coach is Karen Madson.
  - Greenvale Park once again participated in a voluntary fund raiser for the American Heart Association called Jump Rope for Heart. This year 93 students raised over \$3300 as a community service event benefiting the Minnesota Heart Association.
  - Brighton Living Magazine recently featured Northfield Community Services "Northfield Skating School" for its Olympic month issue. In its nine years, the Northfield Skating School has become a nationally recognized, model program, run by a staff of 14 people. Carey Tinkeleberg is the founder and director of the school.
  - Pritchard thanked the Hiliner, the Cheerleaders and RALIE for organizing a pepfest at the Middle School.
  - Iverson thanked the staff for coordinating the numerous activities at the high school last Friday night, February 7.
- VI. Items for Discussion and / or Reports
  1. Presentation by Robotics Team.  
Northfield High School's Robotics Team made a presentation. This is the first year that Robotics is being offered as a class at NHS with Industrial Technology Teacher Steve Taggart. Four mentors from the engineering community help the 28 students in class to learn and develop new skills. Since the Robotics team was founded in 1989, \$50,000 has been raised from local businesses to support the building of a robot for competition. This year the North Star Regional competition will be held at the end of March at the University of Minnesota. The team's best finish was last year when the team finished tenth out of sixty teams.

2. Director of Technology Proposal.

Director of Administrative Services Matt Hillmann outlined the proposal to add a full-time Director of Technology Services position. The proposal was also shared at the January 27<sup>th</sup> Board meeting. Nelson asked how the position will be financed. Hillmann responded that the position will be partially financed through the savings realized when the Director of Business Affairs resigned in January 2013 with the balance coming from the salary pool in the General Fund. Hardy asked how this position fits with the District's prioritizing of staff needs. The Board will act on the proposal at the Board's February 24<sup>th</sup> meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Renewal of Capital Roof Bonds.

On a motion by Stratmoen, seconded by Nelson, the Board unanimously approved the Resolution Stating the Intention of the School Board to Issue General Obligation Capital Facilities Bonds to Finance Certain Capital Projects; Covenanting and Obligating the District to be bound by and to use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. Voting 'yes' was Maple, Pritchard, Nelson, Hardy, Stratmoen, and Iverson. No one voted 'no.' Fossum was absent.

2. Proposed Rescheduling of Full Day Closures.

On a motion by Nelson, seconded by Pritchard, the Board unanimously approved limiting the discussion to the rescheduling of full day closures during the 2014-2015 school year only.

Nelson moved and Maple seconded to approve the 2014-2015 proposed teacher and student make up days as presented in the chart. Then Pritchard moved and Nelson seconded to amend the motion to include that 6 full day closures would need to occur prior to April 15, 2015, for students to make up the days on June 8, 9, 10, 2015. Motion to amend the motion passed unanimously. Nelson then moved and Pritchard seconded to approve the 2014-2015 proposed teacher and student make up days as amended in the chart below. Motion passed unanimously.

Days Missed	Make Up Plan
4	Teacher workshop day (1). Target dates: June 8, 2015, if third cancellation is on or before February 13, 2015. June 9, 2015, if third cancellation is after February 13, 2015.
5	Teacher workshop days (2). Target dates: June 8 & 9, 2015, if third cancellation is on or before February 13, 2015. June 9 & 10, 2015 if third cancellation is after February 13, 2015.
6	Student contact days (3) in place of teacher work days if six days are cancelled prior to April 15, 2015. Target dates: June 8, 9, 10, 2015. If the third day closure and beyond take place after February 13, 2015, June 11, 2015 will be added as a teacher workshop day as well.

3. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.

On a motion by Hardy, seconded by Maple, the Board unanimously approved the Resolution authorizing the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions. Voting 'yes' was Maple, Pritchard, Nelson, Hardy and Iverson. No one voted 'no.' Fossum and Stratmoen were absent.

B. Items for Consent Grouping

On a motion by Pritchard, seconded by Nelson, the Board unanimously approved the following items listed under the Consent Grouping.

1. Greenvale Park Elementary Overnight Field Trip.

The Board approved an overnight field trip for fourth and fifth graders at Greenvale Park Elementary School to attend a Science Museum of Minnesota Camp-In on March 13 and 14 in St. Paul. They will also visit the Minnesota State Capitol. Flint Hills Resources is paying all of the costs for the students to participate.

2. Personnel Items.

a. Appointments\*

1. Alicia Griesert, Assistant Girls Softball Coach (Hourly - 9<sup>th</sup> Grade) at the High School beginning 03/10/2014 – 06/06/2014; \$12.00/hour.
2. Ella Stromme, Community Services Basketball staff beginning 02/08/2014 – 03/15/2014; \$7.50/hour.
3. Shannon Tassava, Special Education Educational Assistant-PCA (Class IV) at Sibley Elementary for 3 hours/day beginning 02/04/2014 – 06/06/2014; Class IV, Step I - \$13.49/hour.
4. Event Workers – Activities: Bielenberg, Brent; Grosse, Abigail; Leal, Alexander; Warner, Dylan
5. Andrew Allison, Community Services Basketball Staff Saturdays beginning 02/08/2014 – 04/01/2014; \$9.00/hour.
6. James (Bradley) Kluver, 1.0 FTE Long-Term Substitute First Grade Companeros Teacher at Bridgewater beginning 02/07/2014 – 04/11/2014; BA, Step 0.
7. Kristy Severson (Endersby), Long Term Substitute Third Grade Teacher at Sibley Elementary beginning -02/10/2014 – 04/25/2014; MA, Step 6.

b. Increase/Decrease/Change in Assignment

1. Trisha Beacom, Early Ventures Site Assistant at Longfellow, change from 19 hours/week to 37.75 hours/week beginning 02/03/2014 – 06/06/2014.
2. John Buteyn, LTS Social Studies Teacher at the High School – BA 30, Step 1, correction to BA 30, Step 0, beginning 02/19/2014 – 06/06/2014.
3. Danielle Crase, Targeted Services PLUS Site Assistant at Sibley, change from 4 days/week to 3 days/week Monday-Wednesday for 1.25 hours/day beginning 01/06/2014 – 04/24/2014.
4. Katherine Woodstrup, Targeted Services PLUS Teacher at Bridgewater, add 3.75 hours/week beginning 1/28/2014 – 04/24/2014.

c. Leaves of Absence

1. Julie Biewer-Beckhechi, Middle School Teacher, Medical Leave of Absence beginning 02/20/2014 – 03/19/2014.
2. Sherry Schwaab, Elementary Teacher at Bridgewater, FMLA Leave of Absence beginning August 25, 2014 through January 4, 2015.

d. Termination / Resignations

1. Ratification of termination of employment.
2. Quinnesha Johnson, Special Education EA-PCA (Class IV) at Greenvale Park; rejected offer of employment effective 2/3/2014.
3. Jane Dolan, Middle School Track Assistant Coach, resignation effective 2/5/2014.
4. Hope Langston, RTI Coach & Targeted Services PLUS Teacher at Bridgewater, resignation from Targeted Services PLUS program effective 1/29/2014.
5. Joey Muszel, Accounting Generalist in the District Office, resignation effective 02/05/2014.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

- VIII. Items for Information
  - 1. Enrollment Report – February 2014.
  
- IX. Future Meetings
  - Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, March 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  
- X. On a motion by Nelson, seconded by Maple the Board adjourned at 9:10 PM.

Noel Stratmoen  
School Board Clerk

**Response to Intervention**

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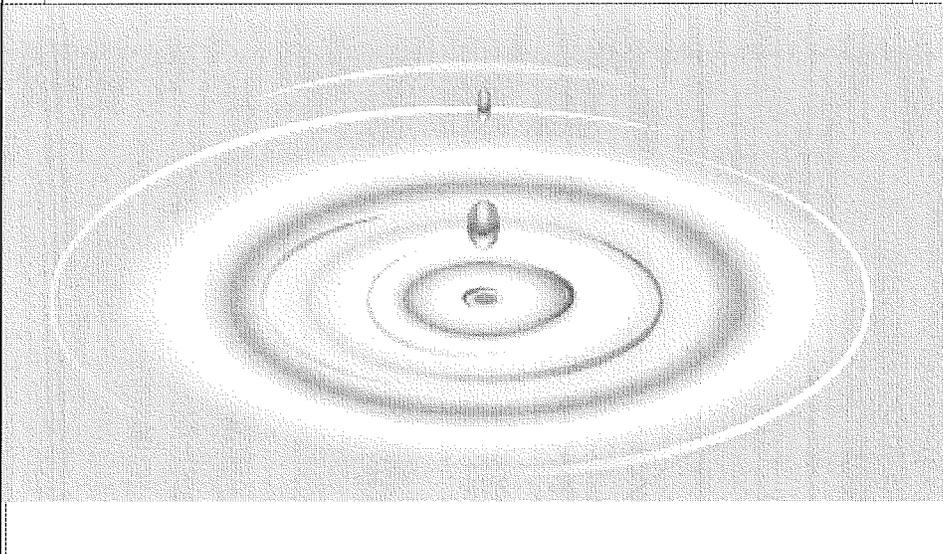
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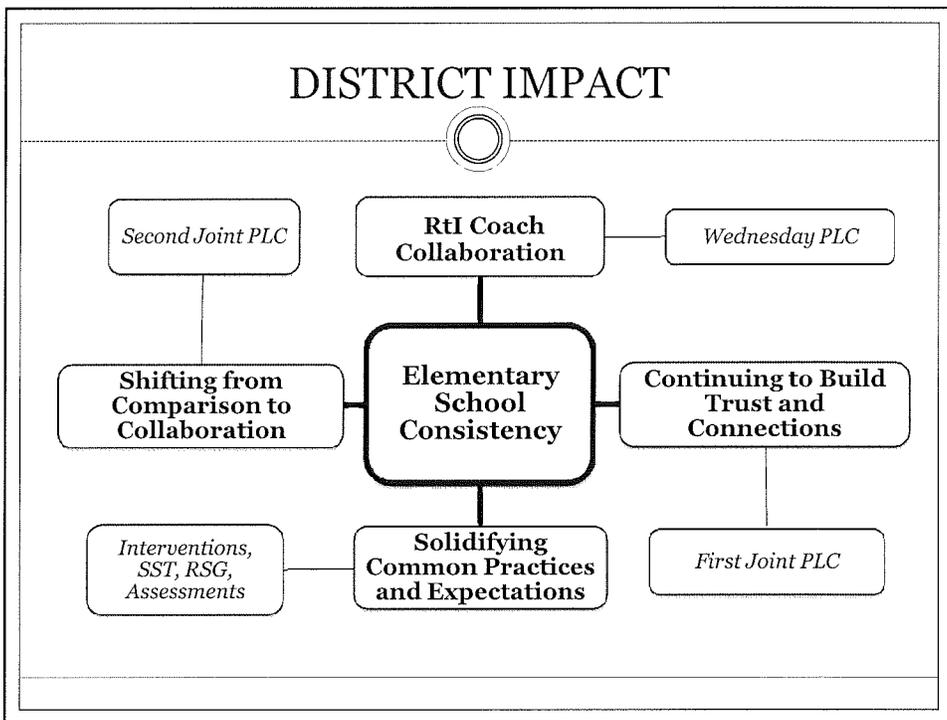
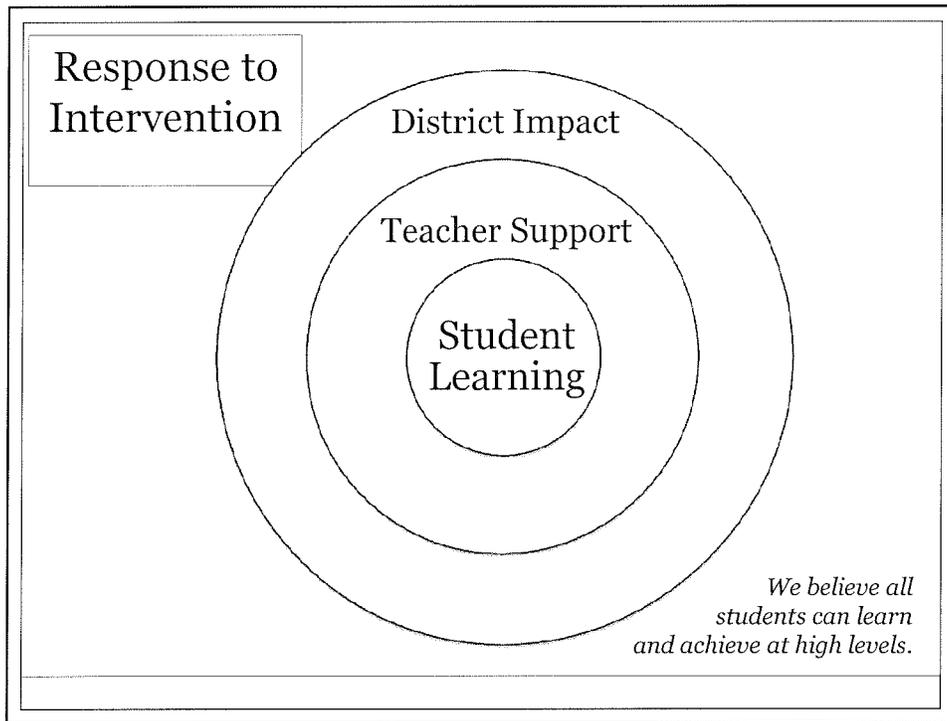
**LOOKING BACK, LOOKING AHEAD**

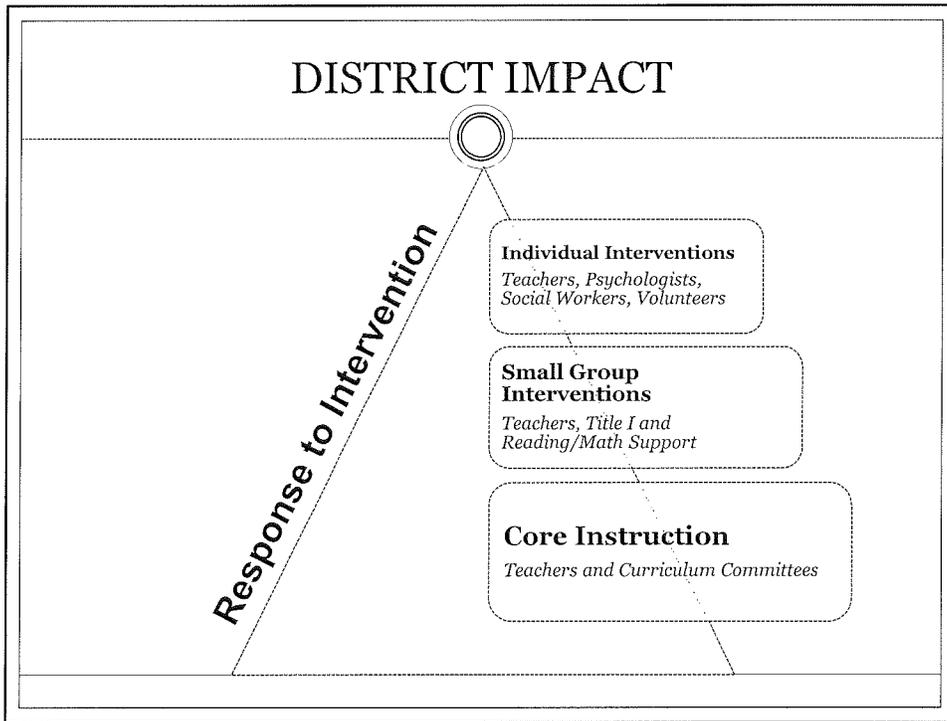
*Presentation for Board of Education  
Presented by District RtI Coaches  
February 24, 2014*

*I alone cannot change the world, but I can cast a stone  
across the waters to create many ripples.*

*~Mother Teresa*



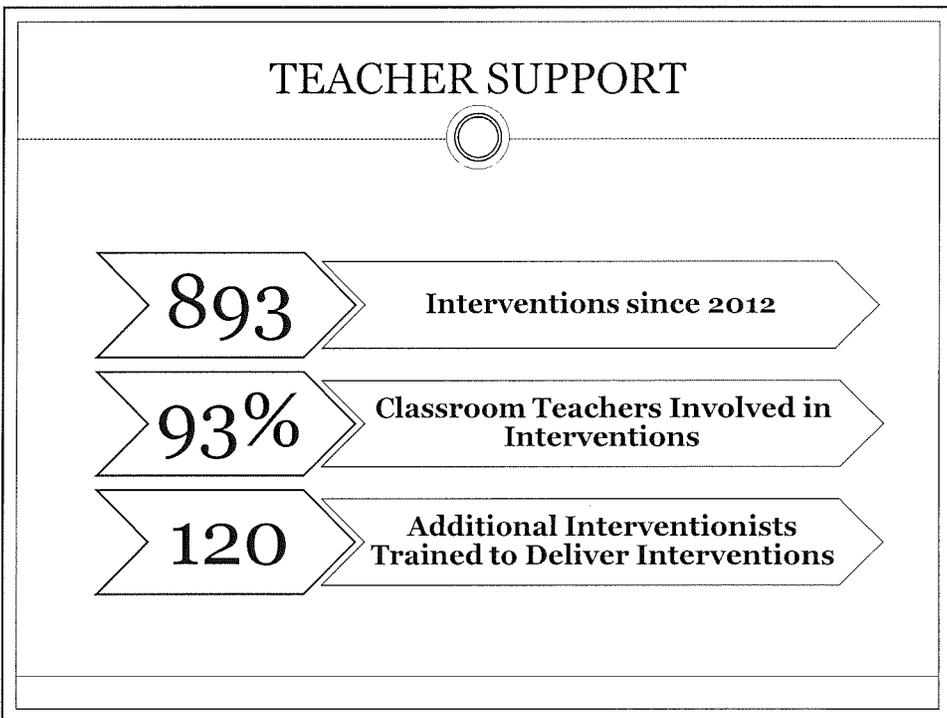
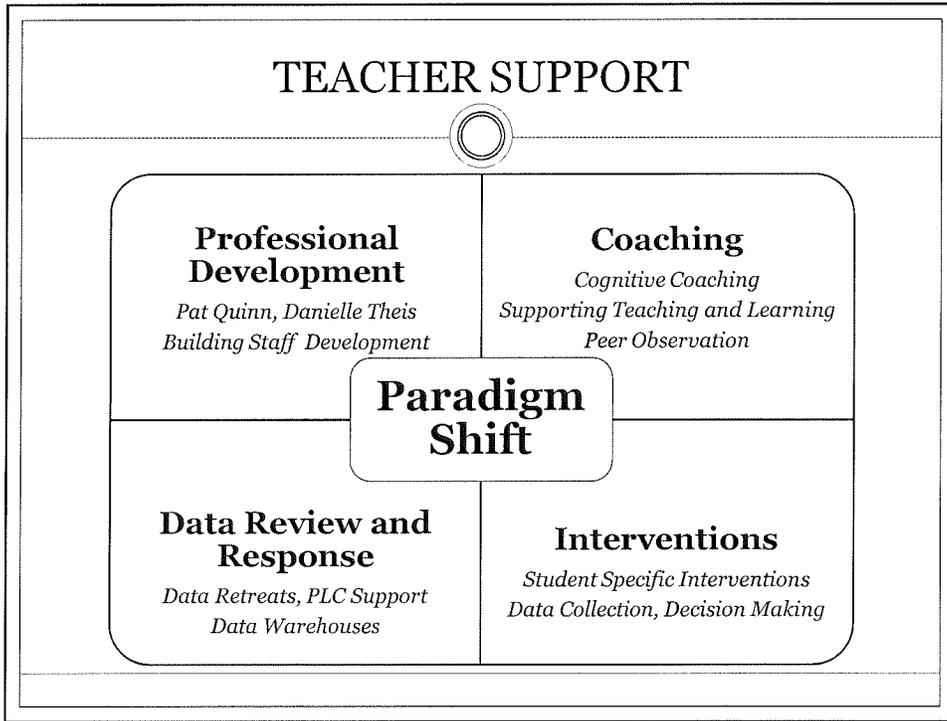


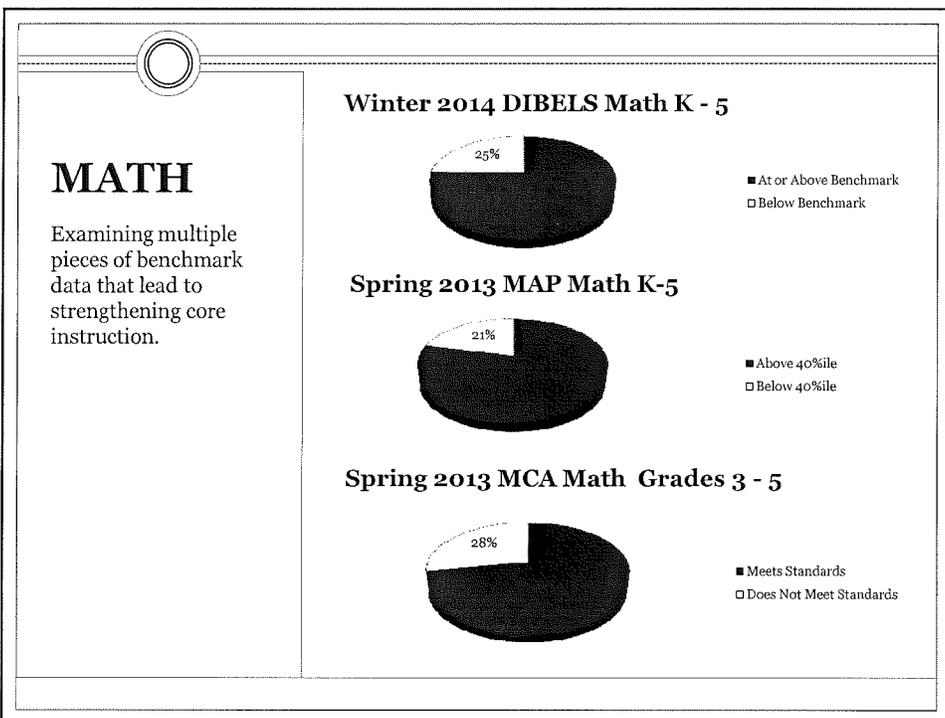
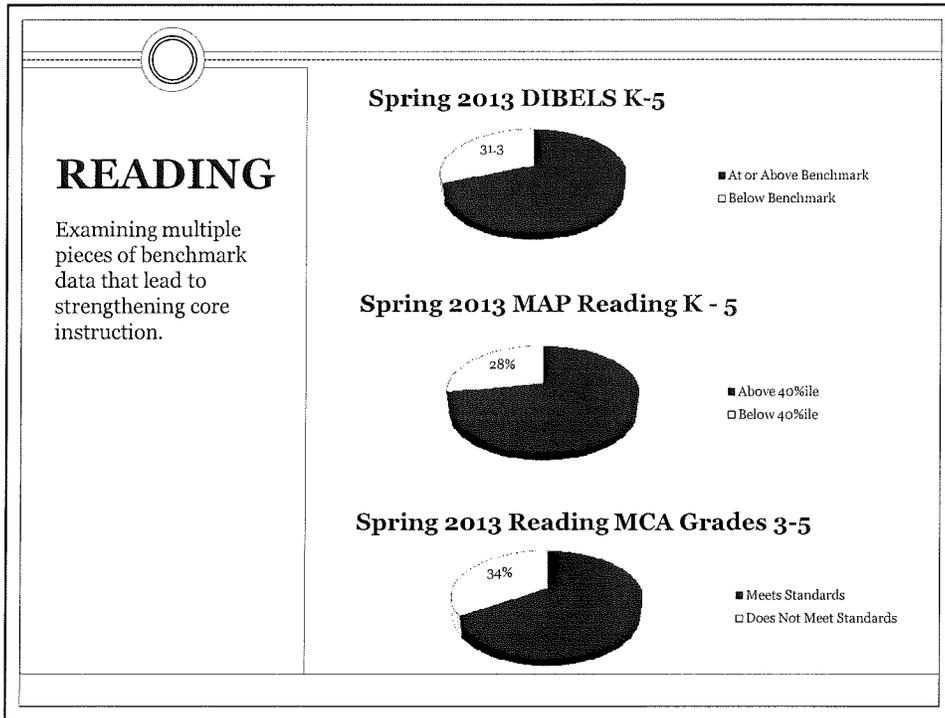


*I am first a teacher. My job hasn't changed, but my audience has. Now I teach teachers to use strategies and routines. My job is still to impact kids, but now I do it by helping teachers be as focused and effective as they can be.*

*~Devona Dunekack*

INSIDE  
teach  
CHANGE





*We are no longer operating from the average, but are considering the progress of each child...one student at a time.*

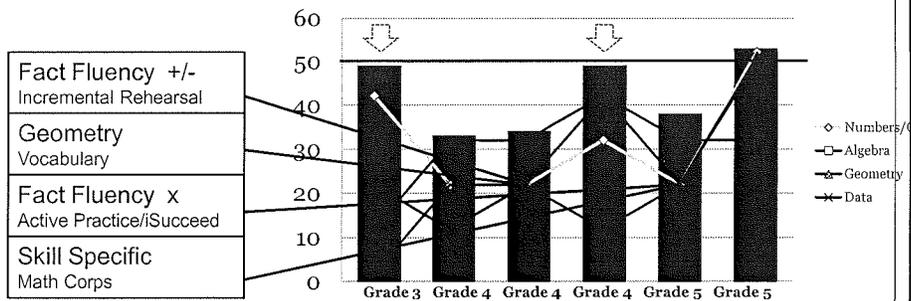
*~ Northfield RtI Coaches*



## STUDENT LEARNING

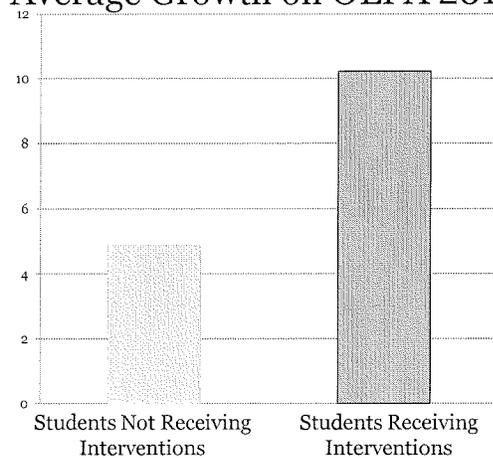
### Math Case Study

**MCA/OLPA Scores with Strand Tracking**



## STUDENT LEARNING

### Average Growth on OLPA 2012-13

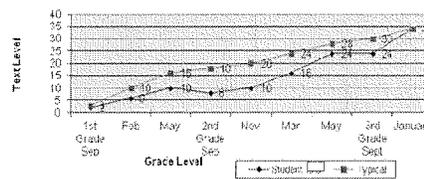


*Fifth Grade students receiving interventions grew an average of **5.35** points higher than those not receiving interventions.*

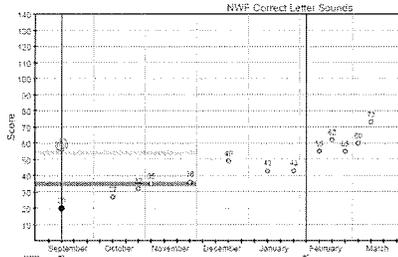
## STUDENT LEARNING

### Reading Case Study

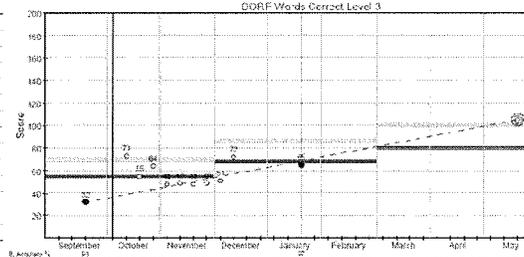
Reading Growth Student 1

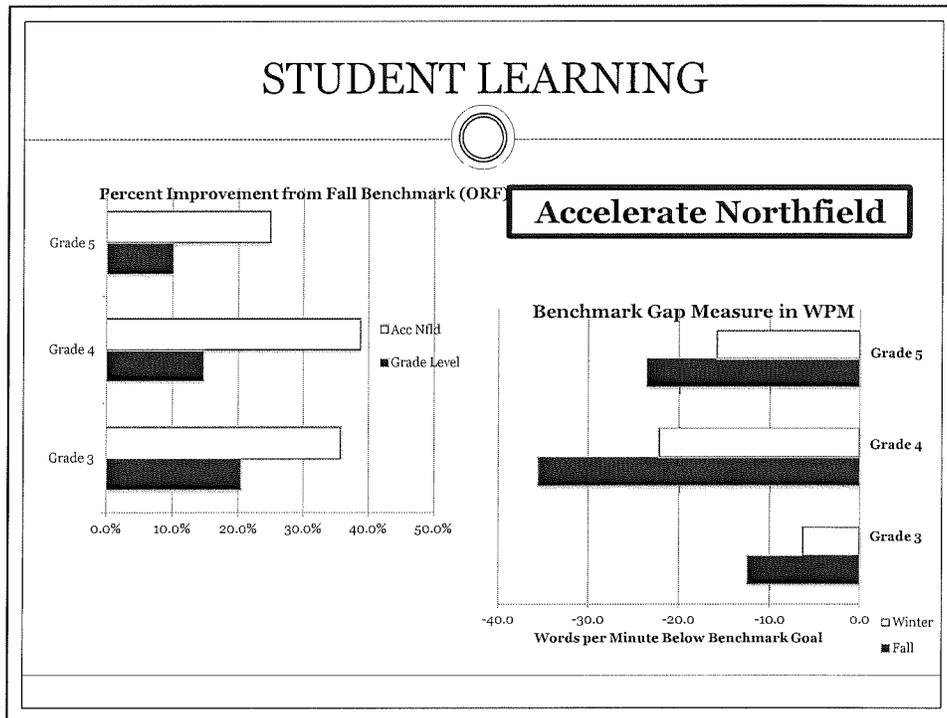


NWP Correct Letter Sounds

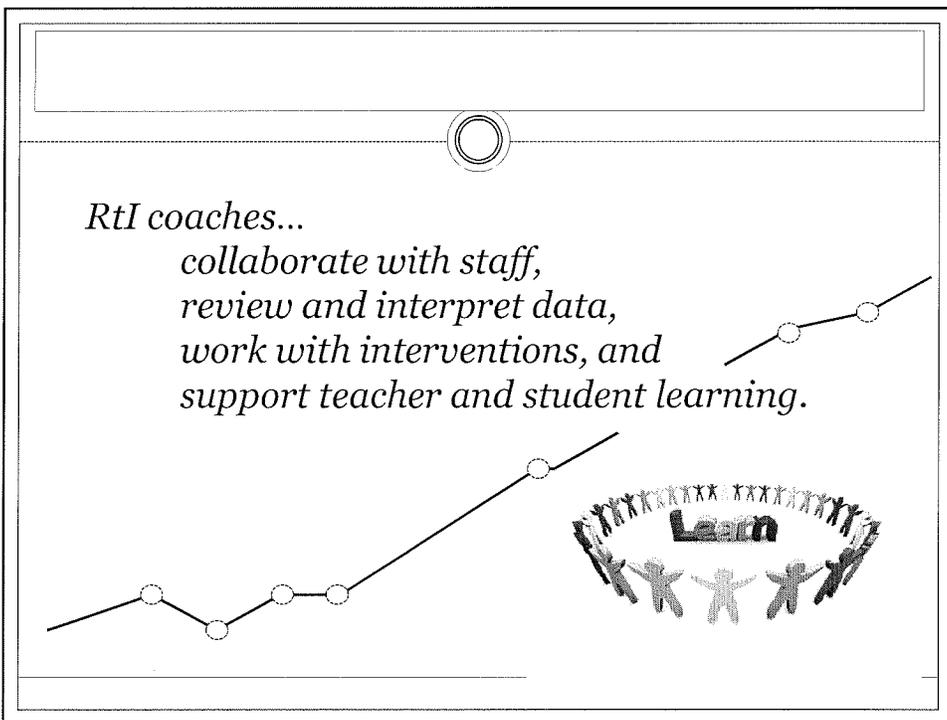
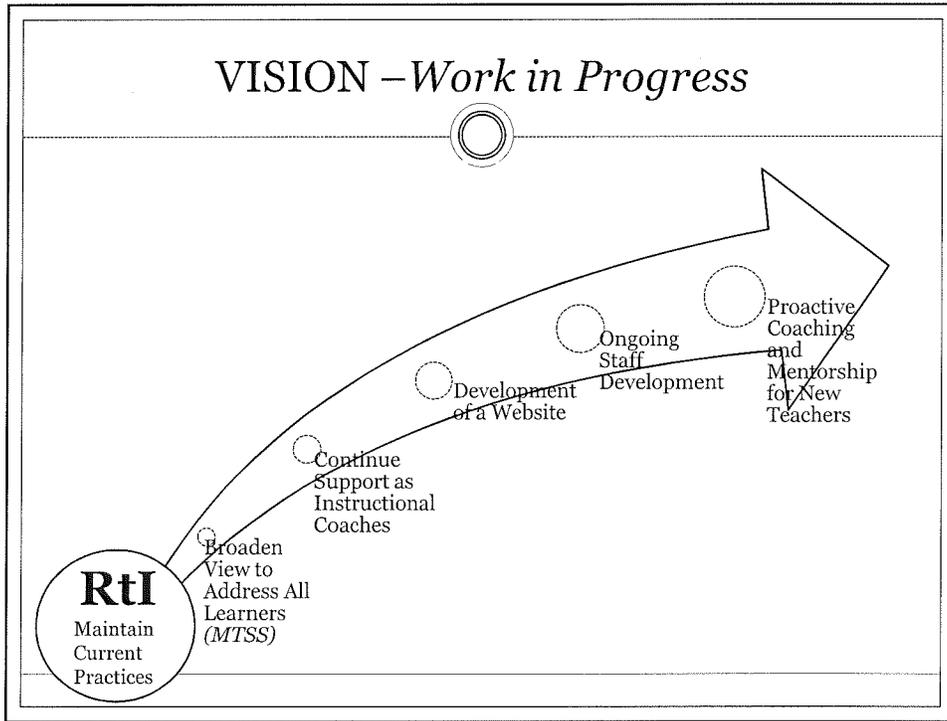


ODRF Words Correct Level 3

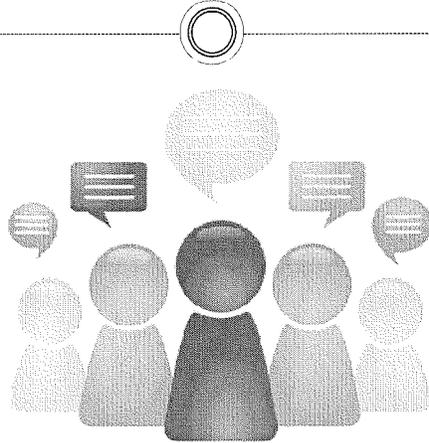




- ### CHALLENGES
- Management of Essential Building Tasks
  - Coordination with Other Services
  - Development of Measureable Impact
  - Assessment Coordinator Responsibilities
  - New Teacher Information/Training
  - Ease of Data Accessibility



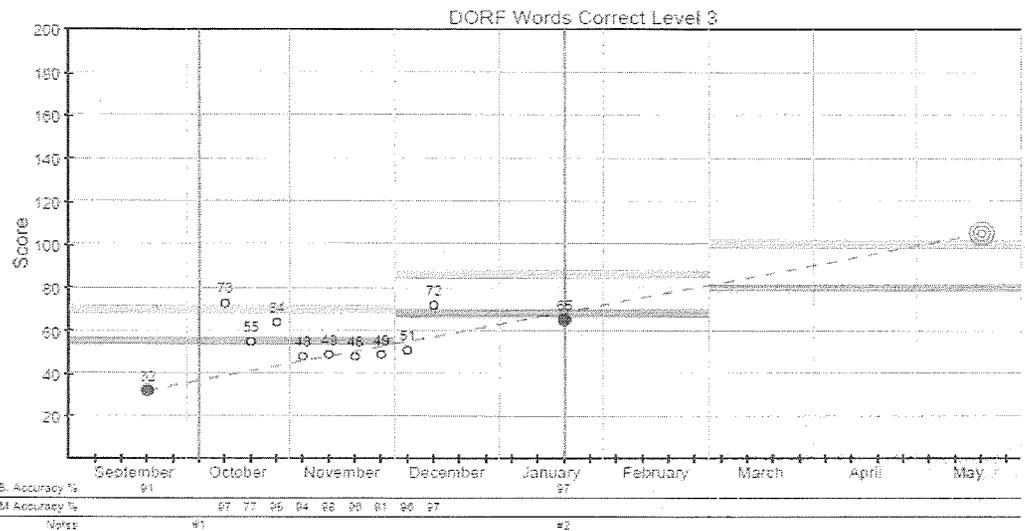
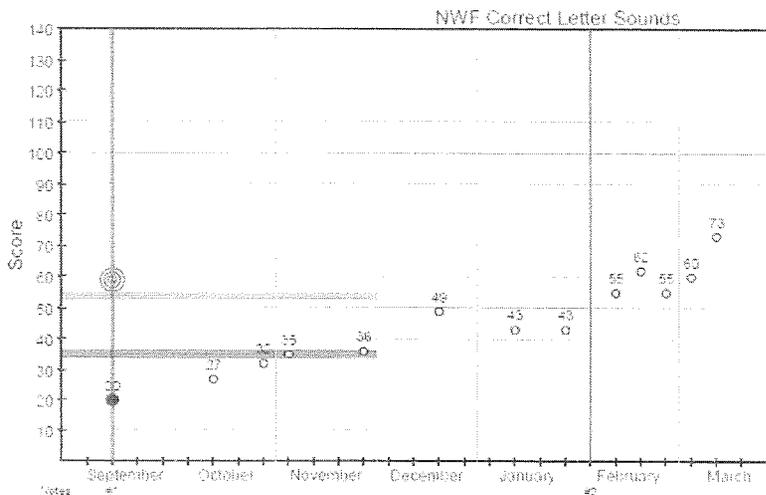
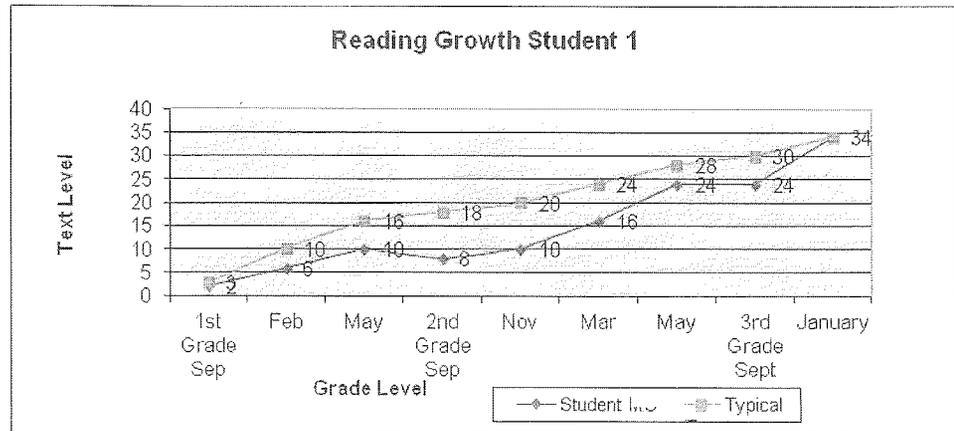
# QUESTIONS or COMMENTS



# STUDENT LEARNING



## Reading Case Study



B. Accuracy %  
 FM Accuracy %  
 Notes #1 #2

## Six Steps of the RtI Process – Northfield Public Schools

- 1. Universal Screening for All Students:** Identify students who are behind or struggling.
- 2. Core Instruction for All Students:** Use research-validated instructional methods and differentiation to teach your full class.
  - **Integrity Check of Core Instruction:** Have another person observe your teaching to make sure it is being done correctly.
  - **Progress Monitoring During Core Instruction:** Measure the progress of the students identified as struggling in the universal screening process.

### **After sufficient instruction and data collection, it's decision time:**

*If the student is showing adequate improvement as a result of core instruction and differentiation, continue doing what you are doing – it's working!*

*If the student is not showing adequate improvement, you will need to implement an intervention. Contact an RtI Coach (for literacy and math concerns) or School Psychologist and/or Social Worker (for behavior concerns) to determine which intervention should be implemented.*

- 3. Small Group or Individual Intervention for Students Not Meeting Benchmark:** Implement the selected intervention for the students who are not making appropriate progress in core instruction.
  - **Integrity Check of Intervention:** Have another person observe the intervention to make sure it is being done correctly.
  - **Progress Monitoring During Intervention:** Measure the progress of students who are receiving the intervention.

### **After sufficient instruction and data collection, it's decision time:**

*If the student is showing adequate improvement, continue the intervention until the student achieves an acceptable level of skill/behavior.*

*If the student is not showing adequate improvement, STOP the intervention – it's not working. Fill out a Pre-Consultation Worksheet and return it to an RtI Coach (for literacy and math concerns) or the School Psychologist and/or Social Worker (for behavior concerns). This will set the Student Support Team (SST)/problem solving process in motion.*

- 4. Student Support Team (SST)/Problem Solving Process:** Meet with SST to engage in problem solving and identify the next intervention that will be implemented.
- 5. Customized Intervention for Students Needing More Intense Intervention:** Implement the intervention that was identified through the SST/problem solving process.
  - **Integrity Check of Intervention:** Have another person observe the intervention to make sure it is being done correctly.
  - **Progress Monitoring During Intervention:** Measure the progress of students who are receiving the intervention.

### **After sufficient instruction and data collection, it's decision time:**

*If the student is showing adequate improvement, continue the intervention until the student achieves an acceptable level of skill/behavior.*

*If the student is not showing adequate improvement, consider an individualized program and/or Special Education evaluation.*

- 6. Individualized program and/or Special Education**

## **Workforce Development Initiative**

### **Timeline:**

**Summer 2013** – Conversations begin w/ Suzie Nakasian (city council), CTE teachers, school administration, and TORCH coordinators regarding how to better prepare our young people for the careers of tomorrow.

**Fall 2013** – TORCH program develops grant proposal which will place multiple students in internships throughout the business community this coming summer.

**Fall 2013** – School district staff meet at South Central College w/ new president, Dr. Annette Parker, to begin dialogue about articulation agreements, partnerships, and developing career pathways.

**December 16, 2013** - School personnel attend Pathways to Postsecondary Leadership Summit, sponsored by the MN Department of Education, in Rochester, MN.

**December 19, 2013** – School personnel meets with Economic Development Authority to lay out goals for partnerships, internships, and career pathways. EDA supports initiative.

**January 23, 2014** – Joel, Marnie, Kim, and Teddy meet with South Central College president Annette Parker to begin developing the idea of career ‘pathways’, which would create clusters of courses, both ours and those at SC, to guide students toward specific careers, earning college credit along the way.

**January 27, 2014** – Business Leader “Summit” – a 2 hour meeting was held at College City Beverage to give business leaders the opportunity to discuss with one another and with school personnel what their needs are, what obstacles exist in meeting those needs, and how

### **Upcoming:**

**February 28, 2014** – Teleconference with Joel and Susan Tarnowski, SCC Vice President of Student and Academic Affairs to begin coordinating meeting between SCC faculty and NHS CTE staff to lay out career pathway course options.

**March 2014** – SCC & NHS CTE Meeting to lay our career pathways.

**March/April 2014** – Follow up to Workforce Summit – focus groups clustered around key business areas (construction, manufacturing, health, etc.) to further determine business needs and opportunities for partnership with the schools.

## **Director of Technology Proposal**

Prepared by Matt Hillmann, Director of Administrative Services | 01.23.2014

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The Northfield Public Schools combined the Director of Technology and Director of Human Resources position several years ago. In January 2013, the District did further consolidation of District Office level functions when Director of Business Affairs Stephanie Shawback left the District. The Director of Administrative Services position was created from the previous Director of Human Resources and Technology and the Director of Business Affairs position.

Non-cabinet director level positions were identified in each District office department: Buildings and Grounds, Child Nutrition, Finance, and Human Resources. The intent was to also add a non-cabinet director level position in Technology as well. Due to the implementation of the Transformational Technology initiative and in an effort to provide consistency during the beginning of the project, District administration determined to complete the initial student implementation before looking to fill this position.

Over the past year, the District has obviously seen great changes in the Technology department. These changes included the addition of nearly 2,800 student iPads. The Technology department, along with building Media Specialists, has handled this implementation with grace and skill. In order to continue the momentum toward transforming teaching and learning into a more personalized experience, additional leadership is needed. We ask the Board to consider adding a Director of Technology position at the same level in the organizational structure as the Directors of Buildings and Grounds, Child Nutrition, Finance, and Human Resources. The position would report to the Director of Administrative Services and is envisioned to provide leadership in all facets of technology, including: instructional support, infrastructure design, technical services management, and professional development. The position's salary is projected for 2014-15 at \$86,611. The District has approximately \$47,000 in savings remaining from the changes resulting in the Director of Administrative services position.

We will recruit and hire a visionary professional who understands Pre K-12 education and how technology impacts students, staff, families, and the community. The individual will be gregarious and highly skilled in collaboration and communication.

The goal would be to post the position in Mid-February and to hire an individual by April 1st. Ideally, a new director would start this Spring, but most likely will begin on July 1.

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 December 2013

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Technology Services	<b>Department:</b> Technology
<b>Immediate Supervisor's Position Title:</b> Director of Administrative Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b> Non Union Administrators Director
<b>Job Summary:</b> Under the direction of the Director of Administrative Services, the Director of Technology Services leads the planning, implementation, review, and evaluation of technology to facilitate the District's educational mission and vision.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Establish, implement, articulate, institutionalize, and evaluate the vision for technology as an accelerator of student learning.
<b>Percent of Time:</b>	50	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Leads the District Technology Steering Committee to collaboratively establish the District's technology vision and implementation action plan</li> <li>• Coordinates with the Director of Administrative Services to plan the financial resource parameters to implement the technology vision</li> <li>• Coordinates with the Director of Teaching and Learning to ensure integration of District technology with curriculum and staff development plans</li> <li>• Works with building level technology committees to facilitate District-wide fidelity of the technology plan while allowing for necessary differences based on individual school conditions</li> <li>• Facilitates planning of large and small scale initiatives to support the District's technology plan implementation</li> <li>• Facilitates an annual review of the impact and effectiveness of the District technology plan's implementation</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Facilitate the professional development required to support the District's technology vision.
<b>Percent of Time:</b>	22.5	

**Tasks involved in fulfilling above duty/responsibility:**

- Facilitates annual professional development needs analysis based on the components of the District technology plan to establish key priorities for training
- Coordinates with the Director of Teaching and Learning to plan and schedule annual district-wide technology components of the District staff development plan
- Coordinates annual summer Tech Boot Camp professional development series
- Coordinates with building Media Specialists to facilitate regularly scheduled building-level training
- Facilitates annual review of impact and effectiveness of the District's technology professional development plan
- Coordinates with building Media Specialists to provide instructional technology integration support for faculty and staff

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Manages the District's technology support staff to ensure reliable technology that allows the realization of the District's technology vision and supports the day-to-day instructional needs associated with that vision.
<b>Percent of Time:</b>	22.5	

**Tasks involved in fulfilling above duty/responsibility:**

- Manages and directs the District's technology support staff's daily priorities and activities in an effort to provide reliable access to computing that supports the District's mission and vision
- Participates as an active member of the technology support staff, providing instructional support to staff and students across the District as needed
- Annually evaluates the District's technology reliability and support through stakeholder surveys and support staff evaluation

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5	

**Tasks involved in fulfilling above duty/responsibility:**

- Awareness of other District technology needs, not directly related to the instructional program but necessary for District operation
- Serves on District committees and task forces as needed

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<p><b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>			
<p><b>REQUIRED EDUCATION/TRAINING</b> (choose one)</p>		<p><b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)</p>	
<p>less than high school diploma</p>		<p>Bachelor's Degree required. Master's Degree preferred</p>	
<p>High school diploma or GED.</p>		<p><b>Major field of study or degree emphasis:</b> Education, education technology, or educational leadership</p>	
<p>1 year college</p>		<p>2 years college</p>	
<p>3 years college</p>	x	<p>4 years college</p>	
<p>1st year graduate level</p>		<p><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b></p>	
<p>2nd year graduate level</p>		<ul style="list-style-type: none"> <li>• Expertise in how technology can accelerate educational objectives</li> <li>• Prolific relationship builder with expertise in interpersonal skill development</li> <li>• Expertise in planning and implementing small and large scale projects that can impact multiple stakeholder groups</li> <li>• Expertise in facilitating change in a school environment</li> <li>• Expertise in managing and motivating people</li> <li>• Understanding of how to collaborate with vendors, staff, and administration to solve problems</li> <li>• Expertise in adult learning strategies in order to effectively train staff</li> </ul>	
<p>Doctorate level</p>			
<p><b>Required Work Experience in Addition to Formal Education/Training:</b></p> <ul style="list-style-type: none"> <li>• K-12 teaching experience preferred</li> </ul>			
<p><b>Required Supervisory Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous supervisory experience preferred</li> </ul>			
<p><b>LICENSE/ CERTIFICATION</b></p>		<p><b>Identify licenses/certification required upon hiring:</b></p> <ul style="list-style-type: none"> <li>• K-12 teaching license and/or administrative license preferred</li> </ul>	
<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>		<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Interpersonal relationship development</li> <li>• Collaborative leadership</li> <li>• Organizational psychology</li> <li>• Systems planning and administration</li> <li>• Delegation of appropriate duties as needed</li> <li>• Needs assessment and evaluation</li> <li>• Self awareness</li> <li>• Technology systems and their relationship to teaching, learning, and youth development</li> </ul>	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Network Manager	1
2	Technology Specialists	2
3	Workstation Specialists	2
<b>TOTAL</b>		<b>5</b>

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: 0	Total: 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
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 or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

Classification History:

DRY