

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

July 2021

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Director of Northfield Area Learning Center, Targeted Services, and Portage Online	<b>Department:</b> Administration
<b>Immediate Supervisor's Position Title:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> E – 8 - 3	<b>Bargaining Unit:</b> Administrators
<b>Job Summary:</b> Under the direction of the Superintendent of Schools, the Director of Northfield Area Learning Center, Targeted Services, and Portage Online is responsible for the leadership and management of the Northfield Area Learning Center the Northfield School District Portage Online program, the district's summer classes, and targeted services programming.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Northfield Area Learning Center (ALC) leadership and management.
<b>Percent of Time:</b>	45	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Collaborates with stakeholders to establish an ALC vision aligned with the district vision and guiding principles.</li> <li>• Develops comprehensive continuous improvement plans in alignment with the district's vision, guiding principles, and strategic plan.</li> <li>• Develops, implements, and carries out ALC policies and procedures that facilitate a positive school culture and climate for staff and students.</li> <li>• Manages the day-to-day ALC activities, including but not limited to staffing, compliance with district/state/federal requirements, scheduling, student supervision, special education procedures, English learner procedures, student referrals for mental health support, student referrals for chemical health support, referrals for student homelessness as appropriate, staff evaluation, attendance, assessment including grades and standardized tests, budgets, district/state/federal reporting, and other records.</li> <li>• Maintains a positive relationship with parents through regular, proactive, and honest communication.</li> <li>• Maintains a cohesive staff through regular meetings, communication, professional development, and collaborative problem solving.</li> <li>• Serves as a liaison to court, social services, law enforcement and other community agencies.</li> <li>• Identifies students eligible for and in need of ALC programs and services in coordination with High School counselors and administration.</li> <li>• Monitors and facilitates positive neighborhood relations.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Leadership and management of the Northfield School District Portage Online program.
<b>Percent of Time:</b>	30	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Collaborates with stakeholders to establish a Portage Online vision aligned with the district vision and guiding principles.</li> <li>• Develops comprehensive continuous improvement plans in alignment with the district’s vision, guiding principles, and strategic plan.</li> <li>• Develops, implements, and carries out Portage Online policies and procedures that facilitate a positive school culture and climate for staff and students.</li> <li>• Manages the day-to-day Portage activities, including but not limited to registration, staffing, compliance with district/state/federal requirements, scheduling, student supervision, special education procedures, English learner procedures, student referrals for mental health support, student referrals for chemical health support, staff evaluation, attendance, assessment including grades and standardized tests, budgets, district/state/federal reporting, and other records.</li> <li>• Maintains a positive relationship with parents through regular, proactive, and honest communication.</li> <li>• Maintains a cohesive staff through regular meetings, professional development, and collaborative problem solving.</li> <li>• Serves as a liaison to court, social services, law enforcement and other community agencies.</li> <li>• Working with district administration, markets to the program to students inside and outside of the Northfield School District boundaries.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Leadership and management of district summer programs and targeted services.
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Identifies eligible students and markets programs to qualifying students.</li> <li>• Develops and implements after-school and summer targeted services programming in coordination with Community Education.</li> <li>• Manages the day-to-day summer program and targeted services activities, including but not limited to staffing, compliance with district/state/federal requirements, scheduling, student supervision, student referrals for mental health support, student referrals for chemical health support, staff evaluation, attendance, assessment including grades and standardized tests, budgets, district/state/federal reporting, and other records.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Attends training sessions, conferences, seminars, department and district meetings;</li> <li>• Serves on district committees, task forces, work groups, etc., as requested;</li> <li>• Keeps abreast of changing developments, trends, instructional and educational technologies concerning the administration of programs for “at-risk” youth and online education.</li> <li>• Other administrative duties as assigned.</li> </ul>		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>		Education Specialist or comparable degree, coursework, and experience as determined at the sole discretion of the hiring administrator
	<b>High school diploma or GED.</b>		
	<b>1 year college</b>		<b>Major field of study or degree emphasis:</b> Educational administration, educational leadership, or a closely related field.
		<b>2 years college</b>	
	<b>3 years college</b>	<b>4 years college</b>	
	<b>1st year graduate level</b>		<b>Essential dispositions, specialized subject knowledge, and leadership skills, and other requirements to perform the essential functions of the job.</b> <ul style="list-style-type: none"> <li>• Building, maintaining, and rebuilding (when necessary) trusting relationships with all staff, students, families, and the community.</li> <li>• Coaching and training of staff to elevate their best qualities and improve areas where growth is required.</li> <li>• Transparent, tactful, and timely written, verbal, and nonverbal communications.</li> <li>• Technical expertise and certification as outlined in this job description.</li> <li>• Cultural competency to effectively serve district staff, students, families, and community members from diverse backgrounds.</li> <li>• Efficient management and evaluation of school goals and operations with a commitment to continuous improvement.</li> <li>• Working knowledge of relevant laws, rules, regulations and applicable district policies regarding Area Learning Centers and online programs.</li> <li>• Knowledge of current trends in education with special attention to best practices for ‘at-risk’ and online students.</li> <li>• Ability to assess the performance of probationary and tenured teachers, other licensed staff and non-licensed staff in accordance with state law and district policy.</li> <li>• Knowledge of behavior management, effective school discipline practices and rules impacting suspension.</li> <li>• Advanced technology skills for learning management and administrative purposes.</li> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> </ul>
<b>X</b>	<b>2nd year graduate level</b>		
	<b>Doctorate level</b>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> A minimum of three years of teaching is experience is required.			
<b>Required Supervisory Experience:</b> N/A			
<b>LICENSE/ CERTIFICATION</b>		Active Minnesota K-12 Principal License	

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
ALC teachers and licensed support staff	13
Portage Online teachers and licensed support staff	8-10
ALC Educational Assistants	1
Portage Online Educational Assistants	1-5
ALC/Portage Online Administrative Assistants	2
PLUS/BLAST Coordinator	1
Independent Study Instructional Staff	Varies
Targeted Services Instructors and EAs	Varies
Summer School Instructors and EAs	Varies
<b>TOTAL</b>	<b>Varies</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised: Varies</b>	<b>Total: Varies</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Exposures to disagreeable odors, communicable diseases, body fluids, and biohazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			x	
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				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:**