

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
MAY 2024**

SECTION I: GENERAL INFORMATION

Position Title: Director of Instructional Services	Department: Instructional Services
Immediate Supervisor's Position Title: Superintendent of Schools	FLSA Status: Exempt
Band/Grade/Subgrade: F-10-1	Bargaining Unit: Administrators
Job Summary: Under the superintendent's direction, the Director of Instructional Services will lead the planning, development, implementation, and evaluation of the district's curriculum, professional development, English Learner programs, federal programs, and assessment services. The director ensures that the district's learning objectives are aligned with state standards and instructional practices that yield the highest standards of student achievement and instructional excellence.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Facilitate, support, and validate the alignment of PreK-12 instruction in all content areas.
Percent of Time:	50	
Tasks involved in fulfilling this duty/responsibility: <ul style="list-style-type: none"> ● Develop a process to facilitate curriculum and instructional review in all content areas. ● Review and approve the work of curriculum instructional review cycle (CIRC) teams to ensure high-quality curricula and alignment with district expectations and state standards. ● Supports principals and teachers in implementing curriculum effectively. ● Plans and directs the acquisition of instructional resources to support the district curricula, including instructional platforms. ● Oversees the district's Multi-Tiered System of Supports (MTSS) process. ● Facilitate community engagement to continuously improve CIRC decision-making. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Support professional training and development so that educators can deepen their knowledge, skills, and practices to yield excellent student outcomes.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> ● Researches, selects, and facilitates professional training and development to implement curriculum successfully. 		

- Researches, selects, and facilitates professional training and development to continuously improve instructional practice.
- Plans, facilitates, and develops accountability structures for the district’s professional learning communities.

Duty/Responsibility No:	3	Statement of duty/responsibility: Lead assessment and data practices to support transparency and organizational accountability.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Oversee district assessment process and ensure adherence to the Minnesota Department of Education (MDE) and other testing vendors’ policies and procedures.
- Directs the district’s data collection and analysis system by facilitating and supporting the use of data in continuous improvement efforts of the district, educational partners, and PLC teams.
- Serves as the district’s data practices compliance official.

Duty/Responsibility No:	4	Statement of duty/responsibility: Supervises and leads the District’s Title II, III, American Indian, district media and English Learners programs
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Responsible for Federal title (II and III) applications, implementation, analysis, and oversight.
- Responsible for English Learners programming, budgeting, and oversight.
- Responsible for the American Indian education committee.
- Works with building principals to ensure effective and efficient delivery of these programs at the site level.

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Remains current with educational research and best practices related to instruction, leadership, and operations.
- Serves on district committees and work groups, as requested.
- Manage daily school operations in the absence of building principals as requested.
- Provide leadership counsel and recommendations to the superintendent as requested.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Master's Degree required Education Specialist preferred
	High school diploma or GED.		Major field of study or degree emphasis: Educational leadership, curriculum and instruction, or related field.
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
X	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Building, maintaining, and rebuilding (when necessary) trusting relationships with all district staff, students, families, and the community. • Coaching, inspiring, and training staff to elevate their best qualities and improve areas where growth is required. • Cultural competency to effectively serve district staff, students, families, and community members from diverse backgrounds. • Efficient management and evaluation of departmental goals and operations with a commitment to continuous improvement. • Project management expertise as outlined in this job description. • Technical expertise as outlined in this job description. • Transparent, tactful, and timely written, verbal, and nonverbal communications.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training:			
<ul style="list-style-type: none"> • PreK-12 teaching experience. 			
Required Supervisory Experience:			
<ul style="list-style-type: none"> • Successful principal or comparable administrative experience. 			
LICENSE/ CERTIFICATION		Identify licenses/certifications required upon hiring:	
		<ul style="list-style-type: none"> • Valid Minnesota teaching license. • Minnesota principal license, director of communication education license, or director of special education license. • Superintendent license (preferred not required). 	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
Systems and Instructional Coaches	3.00
Multi-tiered System of Support Coordinator (grant funded)	1.00
Administrative Assistant (shared with Technology Services)	0.50
Media Specialist	1.00
Cultural Liaisons	1.35
TOTAL	6.85

RESPONSIBILITY FOR INDIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Indirectly Supervised	# of Employees
Media Center Educational Assistants (5.5-6 hours/day positions)	6
TOTAL	6

HAZARDOUS WORKING CONDITIONS: <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

<u>Employee is required to:</u>	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		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.

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: Created May 2024	