



# Annandale Public School District 876

## JOB DESCRIPTION

---

**Position Title:**

Director of Curriculum/Testing

**Department:**

Curriculum/Testing

**Unit:****Immediate Supervisor:**

Superintendent

**Grade Placement:**

AEA Master Agreement

**FLSA Status:**

Exempt

**Job Summary:**

Under the direction of the Superintendent, the Director of Curriculum/Testing will provide leadership, direction, planning and coordination of curriculum in accordance with Minnesota state standards and district policy. The director will lead all prek - 12 standardized testing, assessment and evaluation as well as all Gifted and Talented programs and opportunities. The director will provide assistance, resources and guidance in the areas of professional development, Q-Comp and continuing education opportunities to staff and administration.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Create, implement and lead the Curriculum Review Process by keeping abreast of educational trends and current research; providing “best practice” research; and leading the adoption of a new curriculum program from initial review to the final order.
2. Coordinates curriculum, testing and staff development needs investigations, including guiding meetings and previewing, selecting and ordering curriculum materials according to district policy.
3. Conducts administrative duties for the Minnesota state Q-Comp grant program, including data processing for state reports and management of a summer staff development program.
4. Coordinate the district testing and assessment program according to district policy. Responsible for the organization, scheduling and administering all standardized testing throughout the district.
  - Tests include, but not limited to: ACT, MCA-III (3-8, 10, and 11), ACCESS, MTAS (K-12)
  - Be knowledgeable of MDE test procedure manual
  - Disseminate information to appropriate individuals within the district
  - Hire test proctors and train all test monitors in security and test procedures
  - Order all testing material
  - Supervision of test monitors and students

- Support for testing technology
- Accessing and processing of test score information
- Create Continuing Ed Form for staff

5. Writes state reports for district staff development and World's Best Workforce comprehensive report of all instruction, achievement, integration and support information. Creates and maintains a google site connected to the district website for the World's Best Workforce report.

6. Researches and advises Principals and the Superintendent in staff development choices and administration.

7. Orders and purchases capital and general supplies using the district credit card; follows up as necessary.

8. Edits any document as requested by administration, including grant applications.

9. Performs other related duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Master's degree in Education - Administration Degree preferred
- At least 3 to 5 years of prior related work experience is needed to gain entry into the job
- Will follow AEA Contract with additional contract days to be determined by Superintendent

### **License/Certification Requirements:**

- State of MN Teaching License, Administrative License preferred

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of best practices in curriculum and instruction.
- Knowledge of Minnesota Academic Standards and associated assessments.
- Knowledge of ISD #876 District curriculum and staff development initiatives.
- Knowledge of professional development opportunities for teachers.
- Knowledge of state and district requirements for teacher observations.
- Knowledge of state testing requirements and documents and other state documents.
- Knowledge in the fundamentals of child development.

## **WORK SKILLS AND CHARACTERISTICS**

**Skills required to perform the essential functions of the job:**

- Skilled in listening.
- Skilled in group facilitation and coaching.
- Skilled in prioritization of multiple tasks.
- Skilled in rapid reading, summarizing and linking information.
- Ability to link details to bigger pictures of school, district, current and future contexts.
- Ability to work independently.
- Ability to write and edit documents, Excel spreadsheets, the district website and google sites.
- Ability to interact and effectively communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students regarding instructional needs and/or concerns.
- Advising and making recommendations to district administrators or committees concerning needs in curriculum and learning approaches.

**PHYSICAL REQUIREMENTS**

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

Light work. Exerting up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.