

CLASSIFICATION DESCRIPTION

Title: Teaching, Learning & Equity Department Coordinator and Executive Assistant to the Assistant Superintendent

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Assistant Superintendent of Teaching, Learning and Equity	<u>DEPARTMENT:</u> Teaching, Learning and Equity	<u>FLSA STATUS:</u> Exempt
<u>ACCOUNTABLE FOR (Job Titles):</u> Education Minnesota Duluth Clerical I, II, III, IV, Clerical EEA Level 4		<u>PAY GRADE ASSIGNMENT:</u> Executive Employees Administrative Salary Schedule, Pay Group 1

GENERAL SUMMARY OR PURPOSE OF JOB:
<p>The essential duties of this position encompass all areas of work conducted by the District, Assistant Superintendent, Department of Teaching, Learning and Equity and School Board. It accesses the highest level of district information from administrative decisions and policy discussion, to confidential legal and personnel issues, as well as labor negotiations and all matters pertaining to school operations.</p> <p>With limited to no administrative direction, develop, review, and coordinate processes and procedures for implementation of Districts strategic plans and initiatives pertaining to teaching, learning, equity, student enrollment and school operations.</p> <p>Provide coordination for the planning, implementation & evaluation of the District's program of staff development, continuous improvement process, Multi-Tiered System of Support (MTSS) for academic, social-emotional and behavioral, positive school climate, teacher and principal evaluation, curricular and co/extra-curricular programming</p> <p>Provides executive level administrative support to the Assistant Superintendent in all matters pertaining to the administration of the School District requiring a high degree of awareness, tact, creativity and initiative in managing and/or completing projects and resolving complex work problems or processes. Work responsibilities extend to providing work direction to other support staff.</p> <p>At this level, employees are responsible for highly complex staff support duties, including managing highly sensitive confidential information. The scope and complexity of this level deals with diverse work activities that require an extensive knowledge and understanding of School District and School Board operations.</p>

ESSENTIAL DUTIES:
<p>Department Coordination: Coordinate hiring and monitoring of Teaching, Learning and Equity Department staffing related to requisitions, postings, applications, screenings and interview processes, in conjunction with Human Resources. Manage and monitor all related non-labor departmental budgets and expenditures, i.e. purchase requisitions, accounts payable, accounts receivable and contracted services. Approve and reconcile all applicable Administrative leave requests in the District's absence management system. Coordinate weekly department meetings with Education Directors, administrators and support staff, in collaboration with the Assistant Superintendent; Create and disseminate monthly newsletters to communicate department initiatives and strategic plans to all District staff.</p>

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Central Enrollment: Administer and supervise the central enrollment processes for the District. Develop, review, amend and coordinate District enrollment procedures and documentation. Manage and oversee central enrollment processes including in-district transfers, open enrollment, supplemental online learning and tuition agreements. Co-facilitate training for school clerical and enrollment staff on an annual basis or as needed.

Teacher and Principal Evaluation and Professional Development: Administer the District's teacher and principal evaluation and professional development system. Review, manage, amend account/systems access and provide technical support to all certified staff. Apply detailed knowledge of the District's Approved Teacher Development and Evaluation Plan and Principal Development and Evaluation Plan to ensure compliance with Minnesota state law and applicable collective bargaining agreements. Provide ongoing training to District administrators on system tools and functionality. Serve as primary District contact for annual contract renewal and accounts payable.

Student Discipline: Provide leadership in the development, annual review and revision of the District's discipline policy and regulation. Identify when legal advice is needed and consult with District's attorneys as appropriate. Coordinate student expulsion hearings, in conjunction with the Assistant Superintendent and School Board. Assist in coordination of District and community leadership meetings to address the disproportionate rates of out of school suspension.

Grants: Collect and compile grant proposal requests from all staff seeking grant funding from outside entities. Inform District administration of any required commitments (time, data, funding, etc.) per the grant proposals. Report approved grant proposals as part of the School Board Business Committee agenda on a monthly basis as informational items. Collect and compile grant awards notifications from grantees. Report grant awards on the School Board Business Committee agenda on a monthly basis as action items for acceptance and approval.

Continuous Improvement Teams (CITs): Manage and monitor annual site-based continuous improvement leadership team membership rosters, stipend allocations and compensation; Coordinate with the Director of Assessment and Evaluation regarding CIT processes and communication.

School Safety, District Emergency Response: Administer the District Emergency Response Team communication systems. Serve as primary District contact with local law enforcement related to school and city-wide threat notifications, incidents involving students requiring police response outside of the school day, search warrants for surveillance video access and school resource officer contract. Facilitate ALICE Training active shooter response program. *Requires certification.*

Provide administrative support for the Assistant Superintendent: Includes managing schedules, electronic communications, information gathering, word processing, travel arrangements, preparation of professional leaves and reimbursements as necessary etc. Gather and prepare information for the Assistant Superintendent's scheduled meetings; Follow up on progress and status of projects as needed.

Provide ongoing communication and support for Principals and Assistant Principals, including coordination and dissemination of information and follow-up on progress and status of projects as needed.

Collect and compile information for the Monthly Committee of the Whole school board report.

Coordinate general education homebound student services including student enrollment, teacher assignment and reporting of instructional service hours.

Policy and Procedures: Develop and maintain District Policy documentation and support the Policy Review Process including revisions from the MN School Board Association (MSBA) that fall under the Teaching, Learning and Equity reporting area(s).

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International Student Enrollment: Supervise, manage and monitor the Department of Homeland Security and U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP). Serve as Principal Designated School Official (PDSO) and primary point of contact to SEVP. Issue Form I-20 Certificate of Eligibility for Nonimmigrant Student Status to international students enrolling on an F-1 student visa. *Requires certification.*

Assist in the labor relations process by 1) accurately summarizing, compiling, coordinating, preparing and distributing labor relations materials and reports for the purpose of contract negotiations, 2) track and prepare District proposal language as changes are negotiated, 3) maintain negotiation books and requests for the information during the negotiation process.

Collect and compile updates and revisions to the Student and Family Handbook and District School Year Calendar on an annual basis.

Maintain District website pages as apparent or assigned.

Process diploma requests; Process transcript and/or records requests for closed public and charter schools within ISD 709 attendance boundaries.

Greet the public, answer calls and direct questions to appropriate personnel. Receive post and distribute mail, review material.

Perform related work as apparent or assigned.

MINIMUM QUALIFICATIONS: *(Necessary qualifications to gain entry into the job not preferred or desirable qualifications)*

- Associates degree or two (2) years related experience
- Five (5) years of experience in advanced staff support.
- Demonstrated knowledge and high-level proficiency with Microsoft Word, Excel, database management, and Google applications.
- Intermediate level accounting skills, including experience in working with budgets.
- Demonstrated ability to meet deadlines while working under pressure and with frequent interruptions and/or priority shifts.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to problem solve with limited or no direction.
- Demonstrated experience handling making travel arrangements.
- Demonstrated experience handling schedule arrangements.

CERTIFICATION OR LICENSING REQUIREMENTS:

Principal Designated School Official (PDSO) as required by Department of Homeland Security and U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP).

KNOWLEDGE REQUIREMENTS: *(Requires knowledge of)*

- District policies, regulations, procedures, and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Customer service principles and practices.
- District budgeting and payroll systems.

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- Modern office methods, practices and procedures.
- Bookkeeping procedures and principles.
- Advanced to expert level personal computer operations and software applications.

SKILLS REQUIREMENTS: *(Skilled in)*

- Experience working independently and making decisions independently
- Experience in planning, coordinating and supervising department level team and subcommittees
- Presentation skills, including meeting with the School Board, public, students, parents and staff
- Management and supervisory skills
- Experience with planning, organizing and setting work priorities and working independently in a fast paced administrative office.
- Excellent communication and interpersonal skills including the ability to write clearly and concisely.
- Experience with meeting predetermined deadlines.
- Experience with gaining cooperation and conformance.
- Experience with interpreting, explaining and applying written and oral instruction, procedures, and regulations.
- Experience with determining priorities in the handling of unique and complex problems.
- Experience with promoting public relations and dealing tactfully and diplomatically with the School Board, staff, parents and students, and the public.
- Experience with maintaining confidentiality with highly sensitive information, issues and situations.

PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit			X	X
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk and hear				X
Taste and smell	X			
Lift & Carry Up to 10 lbs.			X	
Up to 25 lb		X		
Up to 50 lbs.	X			
Up to 100 lbs.	X			

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More than 100 lbs.	X			
<p>GENERAL ENVIRONMENTAL CONDITIONS: Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.</p> <p>GENERAL PHYSICAL CONDITIONS: <i>Work can be generally characterized as:</i></p> <p>Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>				

VISION REQUIREMENTS: (Check box if relevant)	YES	NO
No special vision requirements	X	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		
<p>JOB CLASSIFICATION HISTORY: Human Resources 10/12/21</p>		