

Student Success Coordinator/On Site Educational Manager

WEM is looking for an educational professional with leadership experience and desire to work within the administrative team. This position will serve students in grades 5-8 in the Morristown building, but may have other duties and responsibilities assigned beyond the building. The salary for the position will be dependent upon experience and qualifications. Selected candidate will be required to work a 185 day contract.

Responsible To:

Superintendent of Schools and District principals

Qualifications:

Teaching License, proven leadership experience and skills, background in instructional mentoring/coaching, problem solving skills, technology proficiency, understanding and experience with Minnesota State Standards, curriculum alignment and ability to adapt and expand learning to best and new practices such as AVID, MTSS, PLCs, etc. Experience and ability to implement instructional strategies using data and models of Charlotte Danielson and Robert Marzano.

Core Responsibilities:

- Responsible for collaborating with the administration and overseeing general supervision of the building. This includes pupil discipline, assisting with attendance, standards of achievement, and general progress of the schools. Pupil suspensions are to be signed by the principals within the district.
- Serve as the supervisor of the building. Collaborate and consult district principals with staffing and student concerns.
- Exercise authority as directed by the principals and superintendent over the building, equipment and grounds to which he/she has been assigned.
- Assist in recruitment of staff and hiring process.
- Collaborate and facilitate in-service training.
- Manage student grades for the building, progress report communication with parents and oversee intervention processes in the building.
- Review current curriculum within the district, meet with departments and grade levels and design a roadmap for curriculum purchasing while considering standard review cycles.
- Assist the administration and faculty in the selection of textbooks and other instructional materials and make recommendations accordingly.
- Maintain record of PBIS data, attendance data and academic progress for students in the building. Prepare monthly and quarterly reports to be shared at staff meetings including all-staff,

leadership and PBIS meetings.

-Assist the work of teachers in the classroom and instructionally assist in the peer coaching process across the district.

-Serve as a consultant for improving curriculum in the classroom and in departments/grade levels.

-Manage student behavior, implementation of de-escalation and provide a timely update to the district principals.

-Building walk-throughs to assure a secure and safe building.

-Meet and tour potential new families and student enrollments.

-Oversee and facilitate discussion/training for WEM Schools pertaining to MTSS.

-Model BUCS Pride, embrace flexibility.

-Plan, organize and implement behavior strategies and interventions.

-As necessary, attend IEP, 504 and any other academic meetings.

-Perform duties as assigned by the superintendent and principals.