



DISTRICT PROFESSIONAL & DIGITAL LEARNING COORDINATOR

Job Code: 718LIC
Bargaining Unit: ASAP – 56
April 2023

Position Summary

The District Professional & Digital Learning Coordinator position, coordinating district-wide professional learning, digital learning and well-rounded education.

Reporting Relationship

Report to Assistant Director in the Office of Teaching and Learning

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Professional Learning

- Establish district-wide Professional Learning model
- Plan and facilitates district-wide Professional Learning Vertical Team meetings
- Work collaboratively with district leaders to identify professional learning needs based on district strategic plan initiatives and to ensure alignment.
- Develop and maintain partnerships with external organizations and professional learning providers.
- Evaluate the effectiveness of professional learning opportunities and use data to inform future planning.

Digital Learning

- Establish and maintain direction and resources necessary to utilize PLTT referendum funding to the fullest potential
- Act as primary point of contact for the instructional interests of the PLTT referendum, delegating duties as necessary to team members
- Represent the digital learning needs and perspectives at various district-wide meetings
- Maintain a current knowledge of best practices and effective strategies of emerging digital learning tools and strategies and share with staff and students.
- Contribute perspective to the evaluation of digital platforms and tools effectiveness and necessity as they align to department/content needs.

Well-Rounded Education

- Develop a system for collecting, maintaining and communicating academic programming data for elementary sites.
- Create, implement, maintain and facilitate procedures and policies, making changes as needed, in order to assist in program improvement and to comply with state and federal mandates around providing every student with a well-rounded education.
- Assure proper equipment and supplies are ordered, maintained and managed.
- Assist in development and management of budget for well-rounded staffing, supplies and equipment.
- Represent well-rounded needs at various district-wide meetings
- Contribute to the strategic plan efforts by coordinating with and in partnership with other staff to contribute to student achievement and the alignment and sustainability of resources.
- Attend training as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge and understanding of federal and state laws that govern educational services in schools
- Knowledge of Well-Rounded Education requirements in SPPS, State and Federal level.
- Knowledge and use of current SPPS technology tools such as iPad, MacBook, Campus, Schoology, Seesaw, PowerSchool and Google Apps.
- Knowledge of effective instructional design and program implementation that addresses academic disparities.
- Ability to interact effectively with a wide variety of persons from diverse cultural, ethnic, racial and socio-economic backgrounds.
- Knowledge of the procedures for evaluating programs for effectiveness and making recommendations for improvements drawing upon research and evidence-based practices
- Effective leadership skills in a variety of settings.
- Considerable knowledge of the elementary report card, academic standards and schedules.
- Effective written and verbal communication skills.
- Ability to monitor budget.
- Ability to provide positive feedback and receive feedback from others.
- Ability to conduct training sessions to a variety of audiences

Minimum Qualifications

- A valid MN Teaching license issued by the Minnesota Department of Education (PELSB)
- Five years of successful teaching experience
- Experience in leadership and/or program/project management
- Experience in designing and facilitating professional development for adult learners

Preferred Qualifications

- Master degree in Curriculum and Instruction
- Experience working in school setting especially in elementary