

Human Resources Committee
Duluth Public Schools, ISD 709

Agenda

Monday, April 14, 2014

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- | | |
|--|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other Action Items | |
| A. *Placeholder - Approval of the Duluth Federation of Teachers Local 692,
A.F.T Collective Bargaining Agreement dates - 7/1/13 - 6/30/15 and 7/1/15
- 6/30/17 - Resolution # HR-4-14-3172 | 4 |
| B. *Placeholder - Approval of new position - Director of Curriculum and
Instruction | 5 |
| C. *Placeholder - Approval of new position - Innovation Specialist | 8 |
| 3. Informational Items | |
| A. Policy 9045 - Negotiating Committee Review | 11 |
| 4. Future Items | |
| A. <i>There are no HR Future Items at this time.</i> | |

NONCERT LEAVES

SCHULLER, ANNE
 SOGER, ANNA
 Total: 7

POSITION/LOCATION/TYPE OF LEAVE

HELPER/DENFELD, 'A' PERSONAL, W/O PAY
 HELPER/LINCOLN, 'A' PERSONAL, W/O PAY, TO BE DETERMINED

EFFECTIVE DATES

04/21/14 04/29/14
 03/17/14

NONCERT PERM INCREASE

LANCOUR, JOAN
 Total: 1

POSITION/LOCATION/CONDITION

OFF SUP INTERMEDIATE/HOCHS/ASST SUPT, 44 TO 46WKS

EFFECTIVE DATES

03/03/14

NONCERT RECLASS

SWOR, CHERYL
 Total:1

NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY

OFF SUP SR/HOCHS/PURCHASING, OFF SUP INTER/HOCHS/PURCH, \$19.53

EFFECTIVE DATES

07/01/13

NONCERT RESIGNATION

LIECHTY, LAURA
 Total:1

POSITION/LOCATION

HELPER/MYERS-WILKINS

EFFECTIVE DATES

03/14/14

NONCERT RETIREMENT

AKER, BARBARA
 CHABOT, MARCIA
 RANKIN, DIANA
 PLACEHOLDER
 Total: 4

POSITION/LOCATION

INSTR PARA/STOWE HDST
 COMMUNITY ED COORD/ORDEAN EAST
 SPEC ED PROG PARA/EAST

EFFECTIVE DATES

06/06/14
 06/06/14
 06/06/14

NONCERT TEMP INCREASE

LAURVICK, SANDRA
 LIABRAATEN, SHERRY
 Total: 2

POSITION/LOCATION/CONDITION

SPEC ED RN/PARA/MACARTHUR, .95 TO 1.0, CHANGE IN DATES
 SPEC ED PROG PARA/RN/MACARTHUR, .78125 TO .85

EFFECTIVE DATES

03/03/14 03/10/14
 03/10/14 06/06/14

RESOLUTION

Duluth Federation of Teachers Local 692, A.F.T.

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreements between Independent School District #709 and the Duluth Federation of Teachers Local 692, A.F.T., a summary of which is in the hands of all School Board members, be approved and adopted for the periods July 1, 2013 to June 30, 2015, and July 1, 2015 to June 30, 2017 inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

**Placeholder*

**CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION**

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Superintendent	<u>DEPARTMENT:</u> Curriculum & Instruction	<u>FLSA STATUS:</u> Exempt
<u>ACCOUNTABLE FOR (Job Titles):</u> Curriculum Coaches, Education Equity Coordinator, ELL Program Staff, Families in Transition Coordinator, Gifted & Talented Teachers, Homebound/Online Learning Coordination, Homeschool Coordination, Indian Education Coordinator, Innovation Coordinator, Instructional Coaches, Non-Public Counselors, Peer Mentors, Staff Development Coordinator, Technology Manager		<u>PAY GRADE ASSIGNMENT:</u> Education Directors Association, Annual Salary Schedule

GENERAL SUMMARY OR PURPOSE OF JOB:
Duluth Public Schools, a culturally diverse school district with over 8,500 students, seeking a strong educational leader to provide coordination for the planning, implementation & evaluation of the District's K-12 curriculum, program of staff development & continuous improvement process. The Director of Curriculum & Instruction directs processes & coordinates for the planning, implementation & evaluation of the School District's K-12 curriculum, intervention & staff development programs.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Leads & supervises the development & implementation of District curriculum to include common assessment, instructional materials adoption, instructional strategies & policies in compliance with state legislation.
2.	Interprets & enforces District policies & procedures in curriculum, instruction & staff development.
3.	Coordinates with the Director of Assessment, Evaluation & Performance on the administration of local, state & federal assessments including the interpretation of results for use in program & student academic improvement.
4.	Leads, participates in & implements the curriculum review process. Develops, implements & assesses all curriculum programs, including vocational programs, consistent with local, state & federal requirements. Works with curriculum coaches, instructional coaches & principals to assure curricular alignment across the District.
5.	Uses student achievement data to implement changes in the curriculum. Works with curriculum coaches, instructional coaches & principals to implement high quality instructional practices across the District. Directs the work of the technology department, aligning their outcomes with the needs of the District.
6.	Leads & provides supervision to District curriculum coaches.
7.	Works with the Early Childhood programs & facilitates the learning services departments as they relate to curricular alignment needs & District goals.
8.	Oversees the Office of Education Equity Advisory Committee along with the Indian Education Department to implement programs consistent with their missions. Involves those leaders in the development & implementation of curriculum & their work with principals.
9.	Provides direction for the use & distribution of Title I, Title II & Title VI funds regarding decisions about funding allocations & priorities.
10.	Leads & coordinates state/federal programs & grants.
11.	Supervises & monitors the homeschool program.

CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION

12.	Leads & facilitates the committee responsible for the organization & professional development of District staff including, but not limited to, teacher development, instructional leaders, content coaches & support staff.
13.	Leads, organizes, & facilitates district-wide staff development aligned to the District-Wide Continuous Improvement Plan (DWCIP) & delivered with an intercultural lens.
14.	Supervises the administration of special programming related to curriculum & federal programs. Such programming could include Destination Imagination, Forestry Field Day, extended field trips, etc.
15.	Performs additional necessary duties related to previous essential duties such as managing personnel, development of grants, attendance at Superintendent’s Cabinet meetings.

OPTIMAL QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Applicants must hold a Minnesota Department of Education (MDE) teaching license, Administrative K-12 license & have five (5) years of experience teaching & five (5) years administrative experience in a school setting. MDE Curriculum plus five (5) years teaching experience.
- Excellent written & verbal communication skills
- Ability to effectively facilitate a diverse staff
- Culturally responsive philosophy
- Skillful resource management
- Problem solver

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

Applicants must hold a Minnesota teaching license, Administrative K-12 license & have five (5) years of experience teaching & five (5) years administrative experience in a school setting.

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- Curriculum development, implementation & assessment
- Legislation & requirements for Minnesota Education Standards & Benchmarks & World’s Best Workforce
- Multi-tiered System of Intervention (RTI) & data driven instruction
- State assessments, types & uses of local assessments
- Comprehensive knowledge of educational & social research
- General understanding of school law
- School & program funding
- Title I & other federal programs
- Ability to develop effective & positive working relationships with students, administrators, parents & community members.
- Maintain professional composure while dealing with a variety of personalities & situations.
- Demonstrated organizational & management abilities.
- Show initiative and function as a self-starter.
- Excellent written & verbal communication skills & interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information & to receive work direction.

SKILLS REQUIREMENTS – TRAINING & EXPERIENCE: (Skilled in)

- Demonstrated successful experiences as a building level or district level leader
- Demonstrated strong academic & professional experience in curriculum development
- Demonstrated success in supporting innovation & innovative thinking
- Demonstrated effectiveness in supporting classroom academic interventions
- Demonstrated success in working well under pressure
- Master’s degree is preferred

CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION

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		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as:

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.

Vision Requirements: (Check box if relevant)

	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**CLASSIFICATION DESCRIPTION
Innovation Specialist**

TITLE OF IMMEDIATE SUPERVISOR: Innovation Coordinator	DEPARTMENT: Curriculum & Instruction	FLSA STATUS: Exempt
ACCOUNTABLE FOR (Job Titles): Not Applicable		PAY GRADE ASSIGNMENT: Non-Certified Business Administrators' Association, Weekly Salary Schedule, Pay Class III-46 Weeks per Year

GENERAL SUMMARY OR PURPOSE OF JOB:
The Innovation Specialist will promote the use of technology to support student achievement & the use of technology tools to support teaching & learning. The position will use coaching & mentoring methods in working with classroom teachers to implement the use of technology tools in classrooms. In addition, the Innovation Specialist will collaborate with content coaches to integrate technology skills & tools into the curriculum. The Innovation Specialist will support the effective & efficient use of technology resources district wide & provide basic technical support for building staff including use of basic technology equipment, apps/software as well as any necessary training.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Collaborate with classroom teachers to support their use of technology.	Daily
2.	Support classroom teachers as they work to integrate the use of technology tools in support of student learning.	Daily
3.	Collaborate with content coaches to assist teachers in meeting content standards.	Weekly
4.	Provide individual teacher assistance & professional development in small or large groups as needed to support student achievement.	Daily
5.	Work with curriculum staff to develop, implement & monitor a Pre-K-12 integrated curriculum.	Weekly
6.	Collaborate with other Innovation Department staff to foster a culture of innovation and change.	Daily
7.	Create learning resources for teachers & staff, including websites, videos & other types of tutorials.	Weekly
8.	Research emerging technologies & educational applications to establish future application & integration needs.	Weekly
9.	Be a consistent presence on site in locations where technology is being integrated; support classroom teachers, media specialists & other staff during technology integrated instruction.	Daily
10.	Coach, mentor & train adults to build technology skills & to increase user confidence.	Daily
11.	Work with Technology Department Manager & other Technology Department staff to assess needs, communicate challenges & discuss solutions.	Weekly
12.	Provide assistance in writing & implementing the District's technology plan.	Annually
13.	Provide basic technical assistance & routine troubleshooting to staff & refer any significant issues to the Technology Department through the help desk system.	Daily
14.	Contribute actively to the goals & success of the Innovation Team through collaboration, cooperation & flexibility in team discussions, activities & decision making.	Daily
15.	Perform other duties & participate in other projects as assigned or requested.	As Needed

MINIMUM QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
Requires a minimum of a two (2) year degree in education, educational technology, computer science or information systems; or an equivalent combination of education, training and/or experience necessary to perform

the essential functions of the job. Ability to travel between sites.

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- General understanding of navigating & troubleshooting apps/software applications.
- Basic technical support for classroom & District equipment & accessing District networks & resources.
- An understanding of appropriate uses of technology in the educational setting.
- Current knowledge of available & emerging technologies especially regarding mobile & personal devices.

SKILL REQUIREMENTS: (Skilled in)

- Possess a positive and innovative attitude.
- Ability to effectively communicate with team members, teachers & other staff.
- Ability to be a good listener.
- Ability to actively work in a team.
- Willingness to learn new things.

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			√	
Walk		√		
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is occasionally performed near moving mechanical parts, such as using general office equipment, in outdoor weather conditions, such as traveling between schools and other sites. There may be an occasional risk of electrical shock or radiation because of frequent computer use. The typical noise level is considered to be moderate. There may be an occasion where lifting twenty (20) pounds or more is required, in order to move computer equipment.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as Light Work: Exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects.

VISION REQUIREMENTS: (Check box if relevant)		YES	NO
No special vision requirements		√	
Close Vision (20 in. of less)			
Distance Vision (20 ft. of more)			
Color Vision			
Depth Perception			
Peripheral Vision			
JOB CLASSIFICATION HISTORY:			
<p><u>Bjorklund Compensation Consulting, LLC</u>, completed the banding and grading at the level B23 on April 3, 2014. Positions that are currently filled and/or within the District at this particular level are:</p> <p>Field Support Technician (Non Bargaining) Business Services Liaison (Non Bargaining)</p> <p>Board Approved on April 22, 2014.</p>			

Current - 9045 - Negotiating Committee

The Negotiating Committee shall obtain the necessary certification of representation and be in charge of wage negotiations and "meet and confer" meetings with employee groups. All members of the School Board shall be members of the Negotiating Committee.

Adopted: 06-09-1970 ISD 709

Revised: 06-08-1976

06-20-1995

03-15-2011 ISD 709

Proposed changes to 9045 - Negotiating Committee

The Negotiating Committee shall consist of two board members, and other non-board members as deemed necessary, appointed by the full School Board; ~~obtain the necessary certification or representation and will~~ be in charge of wage negotiations and "meet and confer" meetings with employee groups. ~~All members of the School Board shall be members of the Negotiating Committee.~~ Negotiating parameters shall be approved by the full School Board and periodic reports of progress and recommendations shall be made to the full School Board.

Adopted: 06-09-1970

Revised: 06-08-1976

06-20-1995

03-15-2011

04-22-2014