



EDUCATION MINNESOTA POSITION DESCRIPTION

POSITION TITLE:	Foundation Program Director (Job#2018-33)
DEPARTMENT:	Policy, Research, and Outreach
IMMEDIATE SUPERVISOR:	Director of Policy, Research, and Outreach
LOCATION:	Headquarters – St. Paul
EMPLOYEE GROUP:	Professional Staff / TEMPO Bargaining Unit
HOURS/STATUS:	Part-time / Exempt

PURPOSE OF POSITION:

Under the direction of the director of policy, research and outreach, the foundation program director will develop and implement the Collaboration Lab and other collaborative and professional development programming for school district teams. The Program director will facilitate administration-staff collaborative teams and projects, develop and implement programming around effective collaboration, recruit district teams to participate in the program and support the mission of the Education Minnesota Foundation.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Develop and coordinate the Collaboration Lab program.
- Train school administration and staff in trust, relationship building, project planning, feedback loops, and other best practices in collaboration.
- Provide direct support to staff-administration collaborative teams as they engage in projects via Foundation partnerships.
- Create, implement and adapt curriculum on site or district collaboration on staff development, Teacher Development and Evaluation, World's Best Workforce, ESSA, and other relevant education issues.
- Create high quality adult learning opportunities using a racial equity lens.
- Promote the Education Minnesota Foundation Collaboration Lab to partners, Education Minnesota members, and external stakeholders.
- Report on progress to the Foundation board.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to identify common issues, build trust, and de-escalate conflict.
- Strong presentation and communication skills, including best practices in adult learning.
- Ability to work independently, plan, and meet deadlines.
- Knowledge of and background in effective teamwork and collaboration models.
- Knowledge of school district operations, labor unions, and labor-management relations.
- Background or knowledge of cultural competence, anti-racism, or similar racial equity frameworks.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education or related field or a combination of two of the following: 10 years' experience working in a school setting; two or more years delivering professional development, demonstrated course work and expertise in adult learning.
- Valid Minnesota driver's license.

PREFERRED QUALIFICATIONS:

- Understanding of and/or background in teacher evaluation, Minnesota’s staff development statute, PLCs, racial equity or related items.
- Background in delivering adult learning and/or professional development to educators.
- Understanding of education issues, political and legislative landscape in Minnesota.
- Experience working in a collaborative school district environment.

PHYSICAL DEMANDS:

Work is in a general office environment. Employee is required to: talk and hear; frequently stand, walk and repetitively use hands dexterously (use fingers to handle, feel), reach with hands and arms, bend and physically lift and carry up to 25 pounds; occasionally lift up to 40 pounds and infrequently travel by various conveyances (e.g., air, rail, auto).

ADDITIONAL COMMENTS:

Willingness to work nights and weekends as needed. Some travel may be required.

EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER

Education Minnesota is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported and celebrated to benefit applicants, employees, members and students. All employment decisions are based on qualifications, merit and business need.

POSTING DEADLINE: For best consideration, apply online; include a resume, by 11:59 PM on **Friday, August 31, 2018**

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&jobId=257592&lang=en_US&source=CC3&ccId=19000101_000001

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