

# Anoka Hennepin Independent School District #11

Job Title: Executive Director of Learning and Achievement  
Reports to: Deputy Superintendent

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## Job Summary

The Executive Director of Learning and Achievement provides visionary leadership to shape and implement instructional strategies that enhance teaching quality and student learning outcomes. This role oversees curriculum design, professional development, instructional innovation, and the integration of best practices across the organization. The Executive Director ensures that all teaching initiatives align with organizational goals and meet rigorous educational standards.

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## Key Responsibilities

### Strategic Leadership

- Develop and execute a strategic vision for teaching and learning that aligns with organizational priorities.
- Establish and monitor goals for instructional excellence and continuous improvement.
- Provide leadership on innovative approaches to teaching, curriculum design, and instructional technologies.

### Curriculum and Instruction Oversight

- Oversee the development, implementation, and evaluation of curricula to ensure alignment with state and national standards.
- Lead initiatives to embed first best instruction and inclusive pedagogy.
- Ensure that instructional programs address the needs of diverse learners, including gifted and multilingual learners.

### Professional Development

- Design and implement professional development programs for teachers, administrators, and instructional staff.
- Support educators with resources, tools, and coaching to foster excellence in teaching.
- Build capacity for leadership among instructional staff through mentorship and training opportunities.

### Data-Driven Decision Making

- Utilize data to assess instructional effectiveness and drive improvements in teaching practices.
- Analyze student performance metrics and use findings to inform curriculum adjustments and professional learning needs.
- Ensure accountability for achieving measurable learning outcomes.
- Report regularly to the Superintendent and School Board on the effectiveness of student learning and achievement and recommend improvements.

## Collaboration and Stakeholder Engagement

- Collaborate with school leaders, teachers, and community stakeholders to identify needs and set priorities for teaching and learning, including rigorous academic standards, student achievement goals, and district assessments.
- Foster partnerships with educational organizations, universities, and other entities to support instructional goals.
- Serve as an advocate for educational equity and excellence in teaching across the organization.
- Facilitate federal program grants with nonpublic institutions.

## Operational and Budget Management

- Oversee budgets related to curriculum, staff development, and instructional programs.
  - Allocate resources effectively to support teaching and learning initiatives.
  - Manage personnel within the learning and achievement department, including hiring, professional development, and performance management. Directly supervises director of assessment and achievement, learning and achievement coordinators, and clerical staff.
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## Qualifications

### Education and Experience

- Master's degree in Education, Curriculum Development, Educational Leadership, or a related field (Doctorate preferred).
  - Minimum of 8-10 years of experience in instructional leadership, curriculum development, or a related area.
  - Demonstrated success in improving instructional practices and student outcomes.
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## Skills and Competencies

- Deep knowledge of curriculum standards, instructional design, and assessment practices.
  - Strong leadership and project management abilities.
  - Expertise in data analysis and using results to inform decision-making.
  - Excellent communication, interpersonal, and collaborative skills.
  - Ability to facilitate meetings and lead stakeholder engagement processes.
  - Commitment to excellence in public education.
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## Physical Requirements and Work Environment

- The position requires travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, to meet the needs of the schools.