

Anoka-Hennepin Independent School District #11
Job Description

Title: Q-Comp Administrator
Reports To: Associate Superintendent of Middle School
Prepared Date: December 2021

SUMMARY OF RESPONSIBILITIES

Direct the program management and implementation of the district's Q-Comp plan.

DUTIES AND RESPONSIBILITIES

- Direct the program management and implementation of the district's Q-Comp plan
- Schedule, plan, and facilitate peer evaluator meetings on a regular basis
- Provide instructional leadership and monitor and assess progress of peer evaluators
- Provide ongoing staff development activities for Q Comp Coordinator and peer evaluators
- Supervise and provide work direction to peer evaluators
- Participate in the selection and hiring of the peer evaluators
- Provide support to peer evaluators and educators
- Maintain open line of communication between educators and administrator about Q-Comp issues and concerns
- Monitor and assess Q-Comp program effectiveness
- Analyze relevant data for the measurement of Q-Comp goals
- Participate in local, state, and national trainings as appropriate
- Report to the school board on a regular basis
- Co-Chair of the Q-Comp Steering Committee
- Ensure that appropriate paperwork is filed with the MDE to maintain program compliance
- Facilitate participants annual review of the Q-Comp program
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises the Q-Comp Coordinator and peer evaluators. Carries on supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training of employees; planning, assigning and directing work; appraising performance; disciplining when necessary; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires current valid Minnesota K-12 Principal License. Seven plus years of experience in education preferred

KNOWLEDGE, SKILLS & ABILITIES

Demonstrated ability to manage and effectively provide leadership to an educational program.
Effective written oral and communication skills.
Ability to problem solve and make decisions independently and collaboratively.
Ability to design, implement, and manage a budget.

Ability to work in and lead team situations and meetings.
Background in instructional pedagogy, behavior strategies, and professional development.
Experience supervising teachers and / or program organizing.
Demonstrated leadership experience with adults.
Possesses quality presentation skills.
Demonstrates effective conflict resolution skills.
Passionate about quality teaching and learning.
Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand; walk; sit; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed in buildings throughout the district. Ability to travel between buildings during the duty day is required.

WORK ENVIRONMENT

Most work is performed in an office setting, in meeting rooms or classrooms, sometimes in buildings throughout the district. Ability to travel between buildings during the duty day is required. The noise level in the work environment is usually quiet.