

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M ,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.03 Participate and insure professional growth activities.	D6	20D		KNOWLEDGE: 2.01 Curriculum methods, processes and materials.	1.03 Evidence exists that appropriate growth activities were participated in and provided for instructional leadership.
1.04 Provide appropriate inservice training for district personnel.	C4			2.02 PER guideliens. 2.03 Chapter I, Title IV-A rules and regulations.	1.04 Evidence exists that inservice training was provided to staff members as required.
1.05 Act as liaison with BSU - Curriculum and Instructional Services	C4			2.04 Special education rules and regulations.	1.05 Communication with BSU and the district is evident.
1.06 Supervise the media function. a. Meet regularly with Media Coordinator. b. Approve budget expenditures. c. Help formulate budget requests. d. Monitor implementation of ITV and other technology advances for instruction. e. Monitor development of model for media operation.	E8	M		2.05 Testing 2.06 Local, state and federal rules and regulations and/or administrative procedures. 2.07 Learning Theory 2.08 Leadership Theory 2.09 Theory of Supervision 2.10 SRI Perceiver process and procedures.	1.06 The Media Office will be in compliance with all applicable rules and regulations.
1.07 Monitor district enrollment procedures and records.				2.07 Learning Theory 2.08 Leadership Theory 2.09 Theory of Supervision 2.10 SRI Perceiver process and procedures.	1.07
2.0 SUPERVISE THE K-12 CURRICULUM REVIEW, DEVELOPMENT, PROGRAM EVALUATION AND ARTICULATION	F10	50D		2.01 Organize time and resources. 2.02 Relate to people. 2.03 Conduct research. 2.04 Write clearly and concisely.	
2.01 Long-range curriculum planning. a. Dialogue with staff regarding curriculum concerns. b. Plan, organize and implement curriculum plans.					2.01 The K-12 curriculum model will be in operation by stated deadlines. a. Evidence exists that appropriate in-service activities relating to curriculum and instruction were conducted for all staff.

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<ul style="list-style-type: none"> c. Direct the PER and Assurance of Mastery process. d. Coordinate district teacher meetings as they relate to curriculum and instruction. e. Coordinate selection and review of curriculum materials. f. Serve as curriculum resource to teachers and principals. g. Provide leadership to principals in developing inservice programs as they relate to curriculum and instruction. h. Coordinate the district-wide testing program. i. Coordinate curriculum for exceptional learners. j. Serve as resource to the superintendent. k. Attend meetings relating to curriculum and instruction. l. Coordinate the use of consultants who work in the area of curriculum and instruction. m. Keep abreast of educational advancements as they relate to curriculum and instruction. o. Prepare budget for curriculum and instruction. p. Seek grants for curriculum and instruction when appropriate. <p>2.02 Supervise the curriculum and instruction of the computer assisted education function.</p>					<ul style="list-style-type: none"> h, c. Evidence exists that formal evaluations of some aspect of the curriculum were conducted each year. e. The budget for curriculum was developed within guidelines established. i. The gifted education model for K-12 is implemented. m, j. The K-12 curriculum model can be discussed in detail. k. Attended meetings related to curriculum o. Budget expenditures were within the guidelines. p. Applications for state and/or federal programs and/or grants are completed within deadlines established. <p>2.02 Evidence exists that the use of computers by classroom teachers has increased and the computer curriculum is being implemented.</p>

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<p>a. Help formulate budget.</p> <p>b. Approve budget expenditures.</p> <p>c. Supervise the process for assuring that Computer Assisted Instruction will be congruent with the K-12 curriculum.</p> <p>d. Monitor inservice.</p> <p>e. Monitor the development of software for computers.</p> <p>2.03 Recommend board policy as it relates to curriculum and instruction.</p> <p>3.0 DIRECT AND SUPERVISE DISTRICT AREA LEARNING CENTER STAFF AND OPERATION</p> <p>4.0 SUPERVISE AND EVALUATE STAFF AND PROGRAMS</p> <p>4.01 Supervise staff and programs.</p> <p>a. Community Education Coordinator</p> <p>b. Media Coordinator</p> <p>c. Supervise and monitor teacher evaluation and instruction.</p> <p>d. Act as liaison with the North Country Vocational Cooperative Center.</p>					<p>2.03 Evidence exists that recommendations for curriculum and instruction helps the district meet its goals.</p> <p>3.0</p> <p>4.01 Evidence exists that supervision of staff and programs took place.</p> <p>a. Goals and objectives are clearly communicated to staff, students and community.</p> <p>b. Media services and budgets were provided and monitored to the satisfaction of the district staff.</p> <p>c. Performance evaluations of teachers are conducted and completed according to teacher evaluation policy.</p> <p>d. Evidence exists that meetings with appropriate staff of the North Country Vocational Coop were held quarterly and all official board meetings were attended.</p>

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5.0 SUPERVISE SCHOOL BOARD ELECTIONS				KNOWLEDGE:	
5.01 Supervise preparation of all materials relating to individual elections.	E8	A		1.01 State of Minnesota Election laws.	5.01 Materials were prepared prior to election.
5.02 Provide accurate number of election judges.	B2	A		1.02 All Statutes relating to elections.	5.02 Evidence exists that an adequater number of judges were available at each polling place.
5.03 Train judges.	B2	A			5.03 Training sessions were conducted with election judges.
5.04 Communicate election laws to staff.	B2	A			5.04 Staff was aware of election laws as they impact upon school activities.
6.0 DIRECT DISTRICT OUTCOME BASED EDUCATION PROGRAM					6.01
7.0 PERFORM OTHER FUNCTIONS AS REQUIRED BY SUPERINTENDENT	A				
7.01 Attend all School Board meetings.					7.01 All School Board meetings were attended unless excused by superintendent.
7.02 As required.					7.02 Assigned duties were completed within established deadlines.