

## About Main Street School of Performing Arts

Main Street School of Performing Arts (MSSPA) is a rigorous academic, arts-infused, and tuition-free public charter school for all Twin Cities high school students grades 9 through 12, serving students since 2004. Sponsored by the University of St. Thomas and located in the heart of Hopkins, Minnesota, MSSPA meets or exceeds all graduation requirements of the State of Minnesota and is the only performing arts school to offer Advanced Placement classes in all academic areas. We present students with advanced level classes in music, theatre and dance with the option of a college preparatory arts endorsement.

The Main Street board of directors and staff is seeking talented, proactive, and experienced leaders with a background in performing arts leadership to continue our good work and move our school into the next phase of achievement and success. The goals of the next phase are to expand our student enrollment, promote our artistic and academic presence and influence in the Twin Cities, and acquire a facility that serves our needs and abilities.

## Director of Teaching and Learning

**Position Description:** In order to serve and cultivate the MSSPA student body, the Director of Teaching and Learning will provide oversight in four focus areas described below: Curriculum Alignment, Staff Development, Assessment, and School Improvement. The Director of Teaching and Learning works collaboratively with faculty committees to assure the implementation of both artistic and academic developmentally appropriate, rich, and engaging curriculum content, aligned to Minnesota State required standards, supporting teaching excellence, and high levels of student learning and achievement.

### Responsibilities and Duties:

#### **CURRICULUM/CLASSROOM**

- Works with the Administration in preparing the curriculum budget and effectively monitor expenditures within the finance committee and annual budget processes.
- Plans, develops and evaluates curriculum, including scope and sequence.
- In collaboration with Senior Leadership and Faculty Committees, reviews and ensures that the curriculum is cohesively meeting defined arts and academic goals and objectives and stays aligned with Minnesota State standards.
- Oversees the management of the textbook, media and curriculum adoption process. Oversees the material selection process and implements a curriculum review schedule.
- \* Oversees the school schedule and sectioning in coordination with school counselor, faculty leaders, and Director of Operations.
- Develops strategies for assessment and evaluation methods to monitor student and curriculum performance.
- Works with Administration, parents, teachers and the committees to support the academic needs of all students.
- Routinely informs and updates the senior leadership team and board on performance and progress.
- \* Provides oversight to variety of student enhancement programs including, but not limited to Special Education provisions, high potential services, Travel Abroad programs, PLATO, AP and skills courses.

#### **STAFF DEVELOPMENT AND TRAINING**

- Works in collaboration with the senior leadership team, and faculty QComp and PLC leaders to implement professional development programs for teachers that enhance curriculum, provide teacher mentoring, and promotes best practices.
- Oversees the processes of teacher hiring, licensure, variance, and guest teacher protocols.
- Provides and promotes regular professional development that supports school-wide goals, re-licensure requirements, and individual staff goals.
- Maintains and shares professional expertise on current and best educational practices, instructional strategies, and related curriculum and instruction materials and resources.
- \* Assures school wide consistency in grading standards and practices.
- \* Trains staff to implement and use Infinite Campus system to best serve staff, students, and parents.
- Monitors and evaluates classroom teachers' and Title I staff through both formal and informal observations and evaluations following state guidelines.
- \* Recommends to the Director of Operations in faculty staffing decisions.
- Ensures that there is an effective system of communication between teachers, staff, students and parents.

- Provides support and guidance to faculty in handling day-to-day problems regarding teamwork, instruction, professionalism, and the implementation of new methodologies in curriculum.
- Routinely informs and updates the Director of Operations on performance and progress evaluations related to classroom teachers and Title I.

### **ASSESSMENT/DATA ANALYSIS, RESEARCH AND RECOMMENDATIONS**

- Establishes and oversees the development and implementation of research based assessment tools. With the senior leadership team- analyzes data, formulates recommendations for change as appropriate, and develop and disseminate related documentation, reports and presentations related to curriculum.
- \* Researches best practices and provides suggestions on curriculum enhancements to the appropriate committees.
- Compiles information and provides written status reports to the Director of Operations and MSSPA Board related to curriculum strengths and opportunities and student performance comparing current results with the long-term goals.
- Establishes testing preparation that enhances student outcomes.
- Track standardized, required testing trends year to year.
- Coordinate the building testing and assessment program according to district policy.
- Works with teachers to correlate all test data with curriculum and use results to improve instruction.
- Train staff on the interpretation of test and assessment data.
- Analyze state and district test data for school staff, senior leadership team, and MSSPA Board members.
- Keep testing data up-to-date on website.

### **SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

- Assist in the completion of the Annual Report and Accreditation Report.
- \* Works with the leadership team, the faculty, and the board to develop, implement and ensure accountability for continued accreditation and ongoing strategic school goals.
- Ensure state standards are addressed in the MSSPA curriculum.
- \* Promotes MSSPA and its mission in an effort to broaden MSSPA's visibility, impact, and reputation in the greater arts and education communities.
- Listens to, evaluates and responds to concerns that are expressed by parents regarding classroom teaching matters or curriculum issues for the school. Escalates concerns to the senior leadership team as necessary.
- Oversees the implementation of the academic goals, ensures accountability for progress toward goals and provides reports to the senior leadership team.
- Works in collaboration with the senior leadership team to create and maintain the master schedule.
- Reports to the Director of Operations about the status of programs and recommends actions and alternatives.
- Serves as an ex-officio, non-voting member of the MSSPA Board. Attends other MSSPA Board and Director committee meetings as needed.
- Conducts school tours.
- Attends a scheduled number of student/staff events, including parent teacher conferences.

### **Qualifications:**

#### **EDUCATION and/or EXPERIENCE**

A Minnesota teacher certification preferred, or a combination of education and experience in an educational setting; minimum 5 years teaching/education experience; knowledge of curriculum; current theory and practice. This position requires subject matter expertise in educational programs, curriculum and instructional strategies. Because this role requires the understanding and implementation of the MSSPA mission- the candidate is expected to have professional experience related to the performing arts. He/she must have supervisory and management experience. Candidate should have the ability to communicate effectively, and work collaboratively in a variety of venues, both orally and in writing. This position requires data analysis, problem solving skills, decision-making experience, and the ability to establish priorities and make high quality decisions based on relevant data and facts. Must have knowledge of Minnesota Department of Education standards required for curriculum and teacher professional development.

***MSSPA is an equal opportunity employer that recruits and hires qualified individuals without regard to race, color, gender, national origin, religion, age, sexual orientation, gender identity, genetic information, physical or mental disability, pregnancy, marital status, veteran status or any other status protected by federal, state or local law.***

### **Compensation/Other**

- Salary Range: \$55,000-\$65,000
- Benefit eligible, including health, life and long-term disability insurance, retirement, and vacation time determined collaboratively.
- Subject to satisfactory background check.

### **Application:**

Interested candidates should submit cover letter, resume and a list of references to Matt McFarlane, Director of Operations.  
[mmcfarlane@msspahs.org](mailto:mmcfarlane@msspahs.org)

This posting will remain open until March 9, 2016 at 4:00pm..