

# Anoka Hennepin Independent School District #11

**Job Title:** Learning and Achievement Coordinator  
**Reports to:** Executive Director of Learning and Achievement

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## Job Summary

The Learning and Achievement Coordinator provides leadership and support to ensure that instructional programs meet the needs of all students and align with district goals for academic achievement. This role is responsible for coordinating the development, implementation, and evaluation of curriculum, assessment, and professional development initiatives that improve teaching and learning. The coordinator collaborates with district leaders, school administrators, and teachers to promote instructional excellence and data-driven decision-making.

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## Key Responsibilities

### Curriculum and Instruction Support:

- Coordinate the development and implementation of curriculum across grade levels and subject areas, ensuring alignment with state standards and district goals.
- Collaborate with instructional leaders and teachers to design effective instructional strategies that enhance student learning and achievement.
- Provide guidance and support for differentiated instruction, ensuring that all students, including those with special needs, are able to access the curriculum.

### Professional Development:

- Plan, develop, and facilitate professional development programs and workshops for teachers, instructional staff, and administrators.
- Ensure that professional development initiatives are aligned with best practices in teaching and focused on improving student outcomes.
- Provide ongoing coaching, mentoring, and support to teachers, particularly in implementing new instructional practices or curriculum changes.

### Assessment and Data Analysis:

- Support the development and implementation of formative and summative assessments that align with district standards and instructional goals.
- Analyze student achievement data to identify trends, strengths, and areas for improvement, and use this information to inform instructional decisions.
- Work with teachers and school leaders to use data effectively for improving instruction and measuring student progress.

### Instructional Leadership:

- Provide leadership in the district's efforts to improve student achievement, including supporting principals and teachers in implementing school improvement plans.
- Serve as a resource for instructional staff, providing guidance on curriculum, teaching methods, and best practices.
- Assist in the development and revision of instructional materials, including textbooks, digital resources, and other teaching tools.

#### **Collaboration and Stakeholder Engagement:**

- Collaborate with district and school administrators to align instructional programs with district-wide priorities and initiatives.
- Work closely with teachers, instructional coaches, and department leads to foster collaboration and shared responsibility for student success.
- Engage with parents, community members, and other stakeholders to promote awareness of academic programs and student achievement efforts.

#### **Equity and Access:**

- Ensure that curriculum and instructional practices promote equity and access for all students, regardless of background or ability.
- Support initiatives that address achievement gaps and ensure that underserved student populations receive the necessary support to succeed academically.
- Advocate for inclusive teaching practices that embrace diversity and support culturally responsive teaching.

#### **Program Evaluation and Continuous Improvement:**

- Evaluate the effectiveness of instructional programs and initiatives, using data to inform continuous improvement efforts.
- Provide recommendations for curriculum adjustments, teaching methods, or interventions based on program evaluations and student achievement data.
- Monitor progress on district and school-level academic goals, providing reports to district leadership on key performance indicators.

#### **Instructional Technology Integration:**

- Support the integration of instructional technology into the curriculum, working with teachers to enhance learning through digital tools and resources.
  - Provide professional development on the effective use of technology in the classroom to enhance student engagement and achievement.
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## **Qualifications**

- **Education:** Bachelor's degree (Master's degree preferred) in Education, Curriculum and Instruction, Educational Leadership, or a related field.
  - **Experience:** Minimum of 5-7 years of experience in teaching or instructional leadership, with a strong background in curriculum development, assessment, and professional development.
  - **Certifications:** MN teacher license preferred.
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## **Skills and Competencies**

- Strong knowledge of curriculum design, instructional practices, and assessment strategies.
  - Ability to analyze student achievement data and use it to inform instructional decisions and program improvements.
  - Excellent communication and collaboration skills, with the ability to work effectively with teachers, administrators, and other stakeholders.
  - Experience in planning and facilitating professional development programs for educators.
  - Strong organizational skills and the ability to manage multiple projects and priorities simultaneously.
  - Proficiency in instructional technology and its integration into the classroom.
  - Commitment to equity, diversity, and inclusion in education.
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## **Physical Requirements and Work Environment**

- This position requires regular travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, as needed to support school programs.