

# Statewide COMPASS Early Childhood Special Education Lead

## Position Summary

This position exists to support statewide early childhood special education (ECSE) efforts as part of Minnesota's comprehensive system of personnel development (CSPD) within the Collaborative Minnesota Partnerships to Advance Student Success (COMPASS) network between the Minnesota Service Cooperatives (MSC) and the Minnesota Department of Education (MDE). This partnership provides an intentional pathway to support early childhood special education in purposeful vertical and horizontal alignment within statewide systems and initiatives. This connected system of supports and resources informs continuous quality improvement throughout the early care and education landscape in Minnesota.

The Statewide ECSE Lead role within the COMPASS system is an MDE-funded MSC employee who serves as a member of a network of statewide ECSE Leads. Individuals in this role support statewide systems improvement by coordinating the work of COMPASS ECSE Program Support Coaches who build the knowledge, skills, and capacity of district/charter ECSE program leaders (birth through kindergarten transition) to identify program and professional development needs, supports, and resources to implement evidence-based practices for program change. The Statewide ECSE Lead coordinates the COMPASS ECSE Program Support Coaches to assist district/charter ECSE leaders with identifying strengths and opportunities for growth and developing strategies to create high-quality learning environments for children in early childhood settings, their families, and the staff they support. The Statewide ECSE Lead supports alignment with regional and statewide education initiatives to enhance outcomes by supporting a cohesive approach to district-wide improvement efforts. Through a systems improvement lens, the Statewide COMPASS ECSE Lead will help identify and provide strategies for removing opportunity and access barriers.

## Statewide Responsibilities:

The Statewide COMPASS ECSE Lead is both a specialist in early intervention and ECSE and a member of a statewide team of COMPASS specialists that focus on other student groups and content areas. The Statewide COMPASS ECSE Lead ensures inclusion of ECSE students as part of the broader statewide and regional COMPASS systems during continuous improvement discussions and decision-making. With early intervention and ECSE expertise and as a member of the COMPASS network, the Statewide ECSE Lead coordinates the work of the ECSE Program Support Coaches in assisting ECSE leaders in identifying and developing a plan for implementing evidence-based practices to create systems change.

Under the direction of MDE in coordination with DCYF, the Statewide COMPASS ECSE Lead will support the implementation of MDE and DCYF identified state-level requirements and initiatives. The Statewide COMPASS ECSE Lead will coordinate the work of the COMPASS ECSE Program Support Coaches to implement statewide professional development opportunities for prioritized evidence-based practices in collaboration with MDE, DCYF, and COMPASS colleagues at the MSC.

The Statewide COMPASS ECSE Lead will develop and maintain working knowledge of early childhood evidence-based practices, early learning standards, active implementation frameworks (implementation science), a variety of coaching frameworks, adult learning best practices, equity and cultural responsiveness practices, relevant data sources and their possible uses, and the necessary components of MDE and DCYF work, including the CSPD, to support statewide ECSE requirements and initiatives.

- **1. State-Level Engagement:**
  - Actively collaborate with MDE, DCYF, and other state partners to participate in initiatives, share program-level insights, and align local strategies with statewide goals.
  - Serve as a communication liaison, relaying information between local programs and state leadership to ensure effective coordination and alignment.
- **2. Professional Development and Training:**
  - Continuously develop expertise in evidence-based practices and MnMTSS through ongoing professional development and contribute to the creation and review of related training materials.
  - Design professional development opportunities for COMPASS team members and other stakeholders, promoting the implementation of best practices in early childhood settings.
- **3. Statewide Initiatives and Collaboration:**
  - Contribute to the development and implementation of statewide program improvement initiatives, including Communities of Practice, by sharing data-driven insights.
  - Promote and support the implementation of state-level requirements and prioritized initiatives by assisting with the development and disseminating of guidance and implementation supports.
- **4. Team Collaboration:**
  - Collaborate with other Statewide COMPASS ECSE Leads to ensure consistent program improvement support and communication across the state.
  - Provide coaching and support to new COMPASS ECSE Program Support Coaches, facilitating their onboarding and integration into the team.

## **Minnesota Service Cooperative COMPASS Team Responsibilities:**

- **Early Childhood Expertise:**
  - Serve as an Early Childhood specialist, collaborating with COMPASS colleagues to ensure comprehensive support aligned with the MnMTSS framework.
- **Internal Capacity Building:**
  - Provide coaching and support to MSC COMPASS and other staff to build capacity for identifying systemic barriers and improving access to high-quality early childhood programming.
- **Data-Driven Support:**
  - Collect and analyze data to identify training, support, and coaching needs, and provide targeted support based on data analysis to implement early childhood best practices within MnMTSS.
- **Cross-Team Collaboration:**

- Collaborate and coordinate support with regional COMPASS staff and other Statewide COMPASS ECSE Leads to ensure aligned and systematic support within districts and programs.
- **Statewide Contribution:**
  - Participate in MSC meetings and collaborate with other statewide COMPASS team members to address common challenges and share best practices, contributing to statewide efforts.
- **Program Support Coach Guidance:**
  - Provide guidance and coordination to COMPASS ECSE Program Support Coaches with implementing effective improvement strategies throughout the state.

## **District Responsibilities:**

The Statewide COMPASS ECSE Lead will establish and maintain relationships with ECSE program leadership and foster connections and collaboration among local program leaders throughout Minnesota.

- Facilitate Communities of Practice to build leadership capacity and support statewide professional development plans.
- Collaborate with the MDE Early Education Data Literacy Specialist to promote data-driven decision-making.
- Support the evaluation of systems using data to identify and remove barriers for students receiving early intervention and early childhood special education services.
- Guide district and school leaders in continuous improvement planning through engagement with relevant COMPASS supports.
- Ensure a systematic approach to continuous improvement frameworks for local implementation within districts by aligning program-level action plans with district goals and facilitating communication between district leadership.

## **Knowledge, Skills, and Abilities**

### **The position requires the following knowledge:**

- Theory, research, and practice of evidence-based early intervention and early childhood special education in districts/charters.
- Theory and research of effective professional development, including adult learning principles/strategies
- Demonstrated experience in educational systems-level strategic planning, including the ability to analyze district-wide needs, develop cohesive improvement strategies, and support implementation across multiple programs.
- Knowledge of various coaching frameworks, which may include Cognitive Coaching, Transformational Coaching, Practice-Based Coaching
- Application of relevant federal and state laws, rules, and policies related to young children and their families
- Understanding of the complexities of the early childhood service continuum and the need for systemic reform
- Local educational agency leadership experience

## **The position requires the following skills and abilities:**

- Collaborate effectively with a variety of professionals.
- Understand and effectively use coaching frameworks (i.e. Cognitive Coaching, Transformational Coaching, Practices-Based Coaching, etc.) to support COMPASS ECSE Program Support Coaches with assisting ECSE leaders in action-planning and creating sustainable systems within programs to implement evidence-based practices.
- Analyze data to answer questions related to early intervention and early childhood special education services, program resource allocation, and effectiveness of implementation of evidence-based practices.
- Identify when questions and concerns should be referred to other subject matter experts.
- Use or have the willingness to learn technology for synchronous or asynchronous communication and data collection.
- Meeting facilitation.
- Excellent organization and attention to detail.
- Creative analytical and problem-solving.
- Proficiency with written and verbal communication to convey complex information in an understandable manner.
- Appropriately prioritize completing tasks to manage information and deadlines.

## **Education and Experience**

### **Minimum Qualifications:**

- Degree in special education or a related field
- Current teaching license
- Minimum of five years of experience working in district/charter early childhood special education programs
- Ability to travel to required worksites and meetings

### **Preferred Qualifications:**

- Advanced degree in education or related field (school administration, curriculum and instruction, special education, etc.)
- Administrative license
- Early childhood special education district/charter leadership or administrator experience, which includes supporting and guiding teams at the systems-level within strategic planning and implementation

## **Other Information**

### **Environment & Physical Demands**

This position operates in a hybrid office environment, with much of the work being remote. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This is largely a sedentary role; however, some office organization and event set-up/tear-down is required. This would require

the ability to move and lift 30 lbs., stand for extended periods of time, and carry items a short distance as necessary.

### **Position Type/Expected Hours of Work**

This is a 260 day per year position. Hours of work are generally Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional evening events, travel to the Minnesota Department of Education office in Minneapolis, travel throughout the state, and to out-of-state conferences may be expected.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.