

COMPASS REGIONAL SUPERVISOR



Department:	Teaching and Learning
Reports To:	Senior Director of Teaching and Learning
Group/FLSA Status:	Program Specialist / Exempt
Created:	4/10/2025

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

COMPASS is the Collaborative Partnership to Advance Student Success and is a partnership between the Minnesota Service Cooperatives and the Minnesota Department of Education, it is the statewide continuous improvement system.

The COMPASS Regional Supervisor will have demonstrated ability to supervise teams and coordinate their work to provide cohesive statewide aligned guidance, professional learning, and flexible support. The COMPASS Regional Supervisor will have demonstrated success in change leadership with a focus on equitable outcomes.

This position will be assigned up to 185 days which will include COMPASS Supervisor work and/or assigned Teaching and Learning duties within any programs as determined by the Senior Director of Teaching and Learning.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

Statewide COMPASS Team Responsibilities:

- Ensure alignment of COMPASS regional work to support school districts, charter schools, and tribal schools through the continuous improvement process.
 - Serving as a member of a Statewide COMPASS Supervision Team.
 - Attending COMPASS Regional Supervisor professional learning provided by MDE staff.
 - Participating in consultation and coaching provided by MDE.

Minnesota Service Cooperative Responsibilities:

- Supervise the COMPASS Regional Team members, including the Literacy Lead, Math Lead, MnMTSS Lead, and School Improvement Team, and others as directed.
- Ensuring alignment of the COMPASS regional team to MDE and MSC leadership team guidance and direction.
- Lead communities of practice with regional colleagues.

District and School Responsibilities:

- Ensure team members working within the same district are communicating to provide integrated and coordinated support to districts and schools.

Teaching and Learning Leadership Responsibilities:

- Will be assigned to oversee the day-to-day operations or oversee Teaching and Learning programs as assigned;
- An assignment will depend upon experience, qualifications and skills the selected candidate brings to the table.
- Provides leadership and assists in complying with District, State and Federal rules/regulations;
- Provides good public relations and customer service with member districts, staff, students, families and the general public;
- Leads regularly scheduled staff meetings;
- Collaborates with educational partners both internal and external including but not limited to member districts, grant partners, other service cooperatives, and the Minnesota Department of Education;
- Follows all policies and regulations;
- Regular and prompt attendance is essential; and
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Thorough understanding of pedagogy and best practices within education;

- Understanding of adult learning principles;
- Ability to lead and function cooperatively as a member of a team;
- Ability to reflect on and continuously improve professional practices in response to coaching;
- Proficiency with group facilitation;
- Proficiency with addressing educational equity in previous positions;
- Proficiency with effective implementation practices and systems change;
- Ability to adapt to and work with a variety of school contexts;
- Ability to create a collaborative partnership with educators;
- Excellent organizational skills and attention to detail;
- Creative analytical and problem-solving skills;
- Effective written and verbal communication skills;
- Ability to work effectively and efficiently across agencies and partnerships; individually and as a team member;
- Ability to show initiative in resolving problems;
- Ability to assume responsibility, be well organized, execute initiatives from directives and approved self-initiatives;
- Ability to build open, honest and trustworthy relationships with people of various personality styles and behaviors – internally and externally;
- Ability to conduct oneself in a professional and customer service-based manner at all times;
- Proficient in the use of G-Suite applications and online learning platforms; and
- Proficiency in adapting to new software and digital tools.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's degree in general education, school psychology or related field required, master's degree in education related field preferred.
- Minimum of five (5) to seven (7) years' experience in a PreK-12 education with at least two years in a school or district leadership position required. Significant experience in school or district leadership preferred.
- Licensed school or district administrator preferred but not required.
- Significant experience with leading systems level change through stage based planning and strategic implementation, coaching adults, training educators, continuous improvement, providing technical assistance to others and providing coaching feedback to improve school, district, regional and system outcomes is preferred.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License required.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Senior Director of Teaching and Learning;
- Responsible for supervision and program oversight, but not evaluation of COMPASS staff, and other designated teaching and learning staff, consisting of a small group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required to travel to the Minnesota Department of Education and within the region to different school districts and/or cooperative sites;
- Work may require long hours including early morning and evening activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.