



Executive Director Position Description

Primary Function

The Executive Director provides strategic and operational leadership for the NWSISD Joint Powers Collaborative, a partnership of seven member districts. The Executive Director is responsible for carrying out the vision of "A Global Community Learning and Growing Together" by overseeing programs that promote racial equity, cultural awareness, and integrated educational opportunities for students across the collaborative.

Essential Duties and Responsibilities

- Directs the implementation and evolution of the NWSISD Integration Plan in alignment with the State of Minnesota's Desegregation Rule and Equal Opportunity in Schools.
- Ensures all programs and services align with the three core goals: creating culturally inclusive environments, fostering inter-district interactions, and preparing students from racially and socioeconomically diverse backgrounds for post-secondary success.
- Serves as the primary liaison to the seven member district Superintendents, their Multi-District Collaborative Councils (MDCCs), and Minnesota Department of Education's Achievement and Integration Program.
- Oversees the NWSISD Magnet Schools program, including the prioritized lottery application process, transportation services, Reflection and Review process, and Curriculum Integration Coordinator (CIC) supports.
- Ensures member districts have support in the execution of college and career programming, such as AVID and Educators Rising.
- Oversees the Multicultural Resource Center, ensuring member districts have access to inclusive, diverse, and strategic instructional materials.
- Oversees the development of Professional Learning opportunities for staff across all seven member districts, including the Inter-District Partnership (IDP) series and Monthly Equity Staff Meetings.
- Oversees community-wide partnerships and serves as a legislative liaison for integration-related activities.
- Oversees the marketing and promotion of NWSISD programs to ensure families across the collaborative are aware of voluntary integration options.
- Manages the annual operating budget, ensuring fiscal responsibility in programming, staffing, and district operations.

- Supervises NWSISD staff, including recruitment, professional supervision, and performance evaluation.
- Serves as an ex-officio member of the Joint Powers School Board, coordinating meeting preparations and implementing Board policies.

Position Qualifications:

Education: Master's degree in Education

Licensure: K-12 Teaching License and K-12 Principal License. Superintendent license preferred.

Experience:

- Minimum of 5 years of related administrative leadership experience
- Proven track record in school finance, personnel management, and program development
- Extensive background in multicultural education, equity, and diversity initiatives

Skills:

- Expertise in data management and interpreting educational outcomes to drive program improvement
- Expertise in program design and curriculum development
- Strong oral and written communication skills for interfacing with diverse groups including state officials, partner districts and community members
- Knowledge of organizational development and grant management
- Strong technology skills in Google Workspace; specifically, Google Calendar, Drive, Sheets, Meet, and Gmail. Skills in Microsoft Office; Word and Excel preferred.