



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Curriculum Coordinator

Department: Teaching & Learning

Supervisor: Director of Teaching & Learning

Duty Year: 210 days

Status: Exempt

Position Overview & Responsibilities

Responsible for providing leadership and training for the implementation, planning, coordination, and evaluation of district-wide curriculum at all grade levels (Early Childhood through Grade 12). Responsible for coordinating and facilitating all mentorship support programming for new-to-district staff members.

- Plans, coordinates, implements, and evaluates all aspects of EC-12 curriculum
- Facilitates the yearly curriculum review and materials purchasing process.
- Utilizes a research-based materials and standards review process.
- Ensures all required curriculum-related information is accurately entered into the state databases including Minnesota Common Core Curriculum (MCCC) mandated reporting.
- Reports curriculum-related updates and changes to teachers, administration, school board, and community members.
- Maintains up-to-date curriculum maps and other curriculum information on the school website and in the shared folders.
- Attends meetings, workshops and conferences related to curriculum development.
- Coordinates and facilitates all mentorship support programming.
- Organizes and facilitates New Teacher Workshop days and New Teacher Study Group sessions.
- Organizes and facilitates the District Mentorship Committee.
- Tracks the required monthly mentorship meetings.
- Provides support and clear communication to all staff involved in the mentorship program (Building Mentorship Leaders, Mentor Teachers, New Staff Members).
- Other Duties as assigned by the director of teaching and learning or superintendent.

Qualifications

Master's degree in education, Minnesota teaching license, and five or more years of teaching experience required. Knowledge of current Minnesota curriculum standards. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.