



## **Supervisor of Curriculum & Student Programming**

**Department:** District Office - Department of Teaching & Learning

**Duty Year:** 260 Day Work Year (year-round)

**Supervisor:** Director of Teaching & Learning

### **Position Overview & Responsibilities**

Responsible for providing leadership and organization for the implementation, planning, coordination, and evaluation of district-wide curriculum within specific content areas and/or grade level spans. In addition, coordinate and supervise General Education Intervention programming and facilitate the district-wide implementation of Multi-Tiered System of Supports (MTSS).

#### Curriculum

- Plan, coordinate, implement, and evaluate all aspects of EC-12 curriculum in coordination with the curriculum coordinator.
- Facilitate yearly curriculum review and materials purchasing process.
- Ensure all required curriculum-related information is accurately entered into the state databases.
- Maintain up-to-date curriculum maps and curriculum information.

#### General Education Intervention Programming

- Administrative support of general education K-12 intervention programming.
- Administrative support of English Learner programming.
- Administrative support of High Potential/Advanced student identification, programming, and evaluation processes.
- Facilitate the implementation of district-wide MTSS.
- Monitor *Reading Well By Third Grade Plan*, *STMA Literacy Plan*, and all data submissions.
- Assist building principals with student acceleration requests.

#### Federal Title Grants

- Coordinate Title I & Title IV programming regulations.
- Responsible for Federal Title Grant Applications and management of funds.
- Responsible for maintaining accurate documentation.

#### Other Duties

- Duties as assigned by the director of teaching & learning.

### **Requirements & Qualifications**

Administrative license or equivalent experience strongly preferred. Knowledge of current Minnesota and federal educational requirements. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the director of teaching & learning as well as with coordinators, directors, and principals across several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.