



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Special Education Curriculum & Instruction Specialist	Department / Building: Special Services/Special Education
Reports To: Special Services Director & Special Education Assistant Director	FLSA Status: Exempt
Grade / Subgrade:	Bargaining / Work Unit: Certified/TOSA
Duty Year: 186 contract days	Position Last Updated: 03-18-2024

SECTION II: JOB SUMMARY

Responsible for working collaboratively with site administrators, teachers, and other stakeholders to ensure that special education teachers have access to research-based practices; review curriculum; develop curriculum; and provide training in learning strategies and implementation of curriculum. The work includes planning, implementation, coordination, and evaluation of district-wide curriculum and instruction within special education. In addition, coordinate and facilitate mentorship for new-to-district or new-to-field special educators. The special education curriculum and instruction specialist plays a pivotal role in creating & sustaining an effective environment conducive to the education for all learners, and assures compliance with due process laws, practices, and procedures through technical assistance to staff, parents/guardians, and others as required.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Special Education Instructional Programming support
Percent of Time	50%	



Tasks involved in fulfilling above duty/responsibility:

- Coordinates, implements, and evaluates K-12 special education instructional models and practices in consultation with the director and assistant director of special education.
- Coordinates and facilitates special education mentorship support programming for personnel.
- Assists the assistant director of special education with new teacher training sessions.

Duty/Responsibility #	2	Statement of duty/responsibility: Evidence-based curriculum implementation
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Plans, coordinates, implements, and evaluates K-12 special education curriculum in consultation with the assistant director of special education.
- Facilitates yearly curriculum review and materials purchasing process.
- Utilizes an evidence-based materials review process.
- Maintains up-to-date curriculum maps and curriculum information.
- Oversees special educator curriculum writing grants.
- Consults with the Teaching and Learning Department to promote alignment with district-wide general education curriculum.

Duty/Responsibility #	3	Statement of duty/responsibility: Administrative Support
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists the director of special services and assistant director of special education in continuous program improvement efforts including identification of training needs for certified and support staff.
- Assists the assistant director of special education in coordinating extended school year programming.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES



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This position requires an ability to work independently under the direction of the director of special services 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.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- A master's degree or higher in Special Education, with License from the Professional Educator Licensing Standards Board (PELSB) in a special education field, is required.
- MN Special Education Administrative License (Director of Special Education) is preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Leadership experience in the area of special education. Knowledge of evidence-based instructional and curriculum practices in special education.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS



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The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	O	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	O	Up to 25 pounds	Toxic chemicals	N
Sitting	F	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	C	More than 100 pounds	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus
Distinguishing smell	N			Looking at computer monitor
Distinguishing temperature	N			Color vision (identify and distinguish colors)
Traveling by automobile	O			Peripheral, depth perception

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section



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504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 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.