



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Instructional Support Coordinator	<b>Department / Building:</b> Teaching & Learning / District Office
<b>Reports To:</b> Director of Teaching & Learning	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Coordinator	<b>Bargaining / Work Unit:</b> Certified Staff / T.O.S.A.
<b>Duty Year:</b> 186 days	<b>Position Last Updated:</b> 05-20-2024

### SECTION II: JOB SUMMARY

Responsible for coordinating curriculum, course catalogs, and offerings, and organizing district resources to secure state and federal grants.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Curriculum and Student Coursework and Data
<b>Percent of Time</b>	60%	

**Tasks involved in fulfilling above duty/responsibility:**

- Organizes and manages curriculum subscriptions to track order status and delivery to the correct locations.
- Updates and posts curriculum maps and other online resources to the Teaching & Learning webpage.
- Completes Minnesota Common Course Catalog reporting.
- Acts as the Minnesota Department of Education representative for STMA district media centers.
- Streamlines registration and data collection for school course offerings and maintains course data.
- Enters school scheduling into Synergy and manages data within the system.



- Partners with the enrollment specialist to enter transcripts of enrolling students and maintaining student transcripts and records.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> CEU/Relicensure Tracking and Data Entry
<b>Percent of Time</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Manages CEU tracking system and relicensure requirements.
- Researches professional development opportunities to meet relicensure needs.
- Creates and maintains professional development webpage and modules.
- Completes data entry for federal Title grant applications and document management.
- Enters data for the state Indian Education Programming Plan Grant.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Special Projects
<b>Percent of Time</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Attends meetings, workshops, and training sessions as directed.
- Performs other job-related duties as requested or assigned.

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of current Minnesota curriculum standards.
- Proficiency in training and leading adult learners.
- Basic knowledge of reading, writing, and math concepts sufficient to assist students and staff.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the Teaching and Learning department.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.



- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

**SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Master’s degree in education and required MN teaching or administrator license.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Five years of experience working with children and/or adolescents in an educational setting is preferred.

**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 learning 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**

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	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids
Walking	F	Up to 25 pounds	O	Toxic chemicals



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Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	<b>Sight</b>	
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	F
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

## 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 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.