



**ST. MICHAEL - ALBERTVILLE  
SCHOOLS**  
EXCELLENCE IS OUR TRADITION

**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> ML Coordinator / Teacher	<b>Department / Building:</b> Teaching & Learning / High School
<b>Reports To:</b> High School Principal	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Licensed	<b>Bargaining / Work Unit:</b> Certified Staff
<b>Duty Year:</b> 186 days	<b>Position Last Updated:</b> 06-02-2025

**SECTION II: JOB SUMMARY**

This dual-role position is responsible for delivering high-quality instruction in a classroom setting (75%) and supporting multilingual learner (ML) programming as a district-wide ML Coordinator (25%). The position fosters academic achievement for all students while ensuring compliance and best practices for ML education across the district.

**SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> ML Teacher
<b>Percent of Time</b>	75%	

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

- Teach district-approved curriculum using evidence-based strategies and instructional technologies
- Develop and implement daily and long-term lesson plans responsive to diverse learning needs
- Create a safe, inclusive, culturally responsive classroom environment
- Assess, document, and communicate student progress with families and stakeholders
- Supervise students and maintain classroom management aligned with school expectations
- Collaborate with colleagues on instructional practices and student needs
- Participate in school improvement initiatives and professional development



- Perform other duties as assigned.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> ML Coordinator
<b>Percent of Time</b>	25%	

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

- Develop, implement, and monitor ML instructional programming aligned with ELD standards
- Coordinate student identification, placement, and reclassification procedures
- Ensure compliance with Title III and state/federal regulations; maintain accurate documentation and reports
- Provide coaching and training to staff on instructional strategies, compliance, and cultural competency
- Coordinate and administer ML language proficiency assessments (e.g., WIDA ACCESS)
- Support school-family communication and engagement efforts for ML populations
- Represent ML interests in curriculum planning and school improvement conversations

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

- Knowledge of ELD standards, second language acquisition, and inclusive teaching practices
- Understanding of MN state academic standards and legal requirements for ML education
- Strong communication, collaboration, and interpersonal skills
- Ability to interpret and act upon student achievement data
- Experience working with diverse student populations
- Commitment to culturally responsive pedagogy and equity
- 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 ML program.
- 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**

- Bachelor’s degree in education and required teaching certificate in related area(s) of instruction as required by the State of Minnesota, specific content knowledge, training or job experience required before appointment, and successful student teaching.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Minimum of three years of successful teaching experience in K-12 Multilingual learning.

**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	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	Toxic chemicals	N
Sitting	F	Up to 50 pounds	Moving parts	N



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

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, Executive 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.