ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Curriculum Coordinator**	**Department / Building:** Teaching & Learning / District Office
Reports To: Director of Teaching & Learning	**FLSA Status:** Exempt
Grade / Subgrade: Coordinator	**Bargaining / Work Unit:** Non-Classified / Non-Affiliated
Duty Year: 260 days	**Position Last Updated:** 06-01-2026

SECTION II: JOB SUMMARY

The curriculum coordinator is 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). In addition, this coordinator is also responsible for leading and facilitating all mentorship support programming for new-to-district staff members. .

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Curriculum and Instruction
Percent of Time	60%	

Tasks involved in fulfilling above duty/responsibility:

- 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.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Professional development, mentorship, and other duties
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- 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

Duty/Responsibility #	3	**Statement of duty/responsibility:** Special Projects
Percent of Time	10%	

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.
- 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 literacy program.
- Ability to develop and maintain effective working relationships with staff, and administrators.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to interpret directions and clearly articulate expectations to staff.
- Knowledge of and compliance with all District policies and procedures applicable to effectively

performing this position as outlined in the job description.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Master's degree in education
- Minnesota teaching license.

SECTION VI: EXPERIENCE REQUIREMENTS

- Minimum of five years of successful teaching experience
- Prior knowledge and experience in current Minnesota curriculum standards
- Proficiency in training and leading adult learners.

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	O
Walking	F	Up to 25 pounds	O	Toxic chemicals	N
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	**Noise Levels**		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	**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	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.