ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Assistant Director of Teaching & Learning**	**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:** 08-21-2026

SECTION II: JOB SUMMARY

The Assistant Director is responsible for providing department leadership and assists in the implementation, planning, coordination, and evaluation of district-wide curriculum within specific content areas and/or grade level spans. In addition, this position coordinates and supervises General Education Intervention programming and facilitates the district-wide implementation of Multi-Tiered System of Supports (MTSS).

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Curriculum
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Plan, coordinate, implement, and evaluate all aspects of the EC-12 curriculum in coordination with the MTSS 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.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Intervention Programming
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

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

Duty/Responsibility #	3	**Statement of duty/responsibility:** Federal title grants, related projects and other duties
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinate Title I & Title IV programming regulations.
- Responsible for Federal Title Grant Applications and management of funds.
- Responsible for maintaining accurate documentation.
- Assists the Director of Teaching & Learning in the leadership and implementation of department goals and objectives.
- Attends meetings, workshops, and training sessions as directed.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

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. The individual must have the the following skills and competencies:

- 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.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the literacy program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s), and student population(s) to which assigned.
- 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

- Bachelor's degree in mathematics education.
- A master's degree in education and/or administrator license is strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Administrative license or equivalent experience strongly preferred.
- Extensive knowledge of current Minnesota and federal educational requirements.
- Prior experience with curriculum and programming evaluation.
- 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.