



Director of Curriculum & Student Programming

Department: District Office - Department of Teaching & Learning

Duty Year: Director (260)

Position Overview & Responsibilities

Responsible for providing leadership and organization for the implementation, planning, coordination, and evaluation of district-wide curriculum within specific content areas and/or grade level spans. Responsible for providing leadership and organization for General Education Intervention programming. Responsible for Federal Title Grant Applications.

Curriculum

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

General Education Intervention Programming

- Oversight and support of general education K-12 intervention programming.
- Oversight and support of English Learner programming
- Oversight and support of High Potential/Advanced student identification, programming, and evaluation processes.
- Monitor *Reading Well By Third Grade Plan*, *STMA Literacy Plan*, and all data submissions.
- Assist building principals with student acceleration requests.

Federal Title Grants

- Coordinate Title I & Title III programming regulations.
- Responsible for Federal Title Grant Applications and management of funds.
- Responsible for maintaining accurate documentation.

Other Duties

- Duties as assigned by the Superintendent.



ST. MICHAEL - ALBERTVILLE SCHOOLS

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Requirements & Qualifications

Principal Licensure. Knowledge of current Minnesota and federal educational requirements. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Superintendent and with the Director of Teaching & Learning 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.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District 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.