

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE		DEPARTMENT/SECTION	SUPERVISOR
Curriculum Coordinator		Teaching & Learning	Director of Teaching & Learning
<b>JOB SUMMARY:</b> 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) Responsible for coordinating and facilitating all mentorship support programming for new-to-district staff members.			
<b>QUALIFICATIONS:</b> Master’s degree in education, Minnesota teaching license, and five or more years of teaching experience required. Knowledge of current Minnesota curriculum standards. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.			
<b>TASK NO.</b>	<b>DESCRIPTION</b>		
	WORK YEAR: 210 days		

**Curriculum Coordinator**

- Plan, coordinate, implement, and evaluate all aspects of EC-12 curriculum
- Facilitate the yearly curriculum review and materials purchasing process.
- Utilize a research-based materials and standards review process.
- Ensure all required curriculum-related information is accurately entered into the state databases including Minnesota Common Core Curriculum (MCCC) mandated reporting.
- Report curriculum-related updates and changes to teachers, administration, school board, and community members.
- Maintain up-to-date curriculum maps and other curriculum information on the school website and in the shared folders.
- Attend meetings, workshops and conferences related to curriculum development.

**Mentorship Coordinator**

- Coordinate and facilitate all mentorship support programming.
- Organize and facilitate New Teacher Workshop days and ‘New Teacher Study Group sessions.
- Organize and facilitate the District Mentorship Committee.
- Track the required monthly mentorship meetings.
- Provide support and clear communication to all staff involved in the mentorship program. (Building Mentorship Leaders, Mentor Teachers, New Staff Members)

**Other Duties**

- Duties as assigned by the Director of Testing and Learning or Superintendent

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SUPERVISOR’S APPROVAL

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DATE

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COMMITTEE’S APPROVAL

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DATE