

## POSITION DESCRIPTION

<b>Position:</b>	<b>Curriculum Assistant</b>
<b>Purpose:</b>	To provide assistance to teachers and students to create a positive learning environment.
<b>Primary Customers:</b>	<b>Internal:</b> All employees <b>External:</b> Students, parents, and community
<b>Position Qualifications:</b>	<b>Education/Certification:</b> <ul style="list-style-type: none"><li>• High school graduate or equivalent.</li><li>• One-year training in technology preferred.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• One-year experience working with information technology such as a library or media center, preferably in an educational setting.</li></ul> <b>Qualifications:</b> <ul style="list-style-type: none"><li>• Knowledge of district policies and procedures.</li><li>• Demonstrated communication skills</li><li>• Proficiency in Microsoft Office.</li><li>• Ability to set priorities, handle multiple tasks, take direction from several sources, and organize tasks.</li><li>• Ability to demonstrate flexibility and patience with students and staff.</li></ul>

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

### Essential Responsibilities:

(Note: Tasks under each responsibility may vary from site to site.)

- 1. Top Responsibility. Assist teachers and the Associate Principal.** Assist teachers and the associate principal to obtain resource materials, instructional management services materials, and may administer student assessments. Provide clerical services to staff in the curriculum resource areas.  
**Result:** Teachers and the associate principal receive prompt and accurate assistance when needed.
- 2. Coordinate all curriculum procedures for the site.** Enter new curriculum resource information into a catalog data base check out system. Maintain curriculum resource catalogs, student records using data base and spreadsheets, and provide overdue list of materials checked out. Send and receive curriculum materials to the Personalized Learning Department as needs arise due to changes in student enrollment numbers. At times, will be asked to report to work at the Administrative Services Center to assist Personalized Learning Department with the processing and inventorying of new materials as part of a district-wide curriculum adoption.  
**Result:** Curriculum circulation procedures are maintained in an accurate and timely manner.

3. **Provide assessment support to the associate principal.** Update assessment calendar on site website and other internal site documents. Set up student test sessions within the assessment system/portal. Order and manage additional testing materials as needed. Track assessment refusals and document assessment security measures on state exams.

**Result:** Assessment systems, materials, and records are accurate, up-to-date, and ready for usage.

4. **Provide clerical assistance to the associate principal.** Compose and process letters, memos, correspondence. Develop and maintain database for student placements and help develop curriculum resource area schedule for school.

**Result:** Clerical assistance is accurate and up to date.

5. **Maintain financial records and order curriculum material.** Use Spend Dynamics to purchase and receive instructional materials, unpack, check in, distribute materials. Create and implement budgetary work sheets used by the curriculum department.

**Result:** Financial records are accurate and up to date. P-Card reports are processed in a timely and appropriate manner.

6. **Other duties as assigned.**

#### **Standard Measures of Accomplishment:**

1. The associate principal and teachers receive assistance in the curriculum resource area.
2. Circulation procedures are followed in the curriculum resource area.
3. Clerical assistance is provided in an accurate and timely manner.
4. Financial records are maintained in an accurate and timely manner.
5. Customers are responded to in a respectful and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

#### **Terms of Employment:**

Classification Number:	CLASS 3
Hours/Week:	TBD
Days/Year:	185

\*Hours and days of service are established by the school district and are subject to change according to district need. Working conditions are determined by written contract between CLASS and the Eden Prairie School District.

**Evaluation:** A continuous performance improvement process will be developed with the supervisor, the department chairperson.