

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

SUBJECT AREA COORDINATOR

QUALIFICATIONS

1. Valid New Jersey Instructional Certificate in Subject Area Endorsement or Certificate of Eligibility.
2. Demonstrated knowledge of subject specialty and Effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Proficiency with technology resources.
6. Minimum of three years teaching experience.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Curriculum Supervisor.

JOB GOAL

To provide leadership in curriculum and instruction and to manage department affairs.

PERFORMANCE RESPONSIBILITIES

1. Coordinates the efforts of teachers within assigned subject area through regular monthly meetings, written feedback from staff concerning tasks assigned/completed, and a written monthly report to Curriculum Supervisor.
2. Assist, when requested, in the screening of teacher candidates for his/her subject area.
3. Assist in the orientation of new teachers and the coordination of substitutes and homebound instructors within the subject area.
4. Resolve conflict and work through conflict situations with teachers related to curriculum and instructional activities, personalities, the noise level within cubes, etc.
5. Prepare a unified budget for the subject area, through development of bid lists, delineation of needed items, purchase requests, and the maintenance of an active inventory.
6. Maintain an inventory and make distribute textbooks, instructional supplies and equipment within the subject area.
7. Facilitate public relations and issue news releases, in concert with the administration, regarding student recognition, staff recognition, subject area developments, etc.
8. Participate in county and state subject matter meetings.
9. Offers assistance as a peer instructor and mentor to effect improvement of instruction within the instructional area. The Subject Area Coordinator can and should visit subject area teachers in a mentor capacity, make suggestions when necessary and commend superior performance.

Subject Area Coordinators will not evaluate instruction nor shall they be requested to evaluate instruction by the building administration. Evaluation of instruction shall be the sole responsibility of the administration.

10. Articulate the total school curriculum and implement this articulation in such a manner as directed by the administration. Inform staff of latest trends and concepts as derived from his/her attendance of professional workshops and seminars.
11. Direct a study in the examination and evaluation of textbooks for the subject area and recommend selection of textbooks to the Superintendent through the Principal and/or the Curriculum Supervisor. Adoption of textbooks is the legal responsibility of the Board of Education.
12. Review department tests, test results and grade distribution periodically or when needed to informally assess validity of test content and learning transfer.
13. Review midterm/final exam instruments and exam results to assess the cognitive level of the test items, appropriateness of the question style and format for the content area and consistency of implementation among teachers of like courses.
14. Facilitate staff development within the department and prepare data associated with department.
15. Other possible duties:
 - review lesson plans
 - summer assignments
 - review and revise Course Selection Booklet
16. Perform such other curricular and instructional duties related to the subject area as may be assigned by the Principal or Curriculum Supervisor.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Principal or his delegate in accordance with the provisions of Board of Education policy.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **February 12, 2009**
 AMENDED: **June 16, 2011**