

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **DEPARTMENT COORDINATOR (10 MONTH)**

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Minimum 5 years' teaching experience
3. Ability to work cooperatively and effectively with colleagues
4. Demonstrated leadership qualities
5. Strong interpersonal and communications skills

REPORTS TO: Department Supervisor

POSITION GOAL:

To assist the department supervisor in providing support for instructional staff in the areas of:

1. Curriculum
2. Budgeting
3. Scheduling
4. Department Meetings

ESSENTIAL JOB FUNCTIONS:

FALL

- Budgeting review: Compile needs, make recommendations, revise as needed
- Assist with maintenance inventory, and purchasing of supplies, equipment, and textbooks

WINTER

- Assist with budgeting, ongoing inventory, and purchasing of supplies and textbooks

SPRING

- Assist with nominating and selection process for Senior Awards
- Final exam collection (World Languages)
- Be part of the interview and hiring process as schedule allows and varies year by year
- Assist with scheduling for the next school year
- Bookbinding

ON-GOING

- Help run department meetings
- Assist with marking period activity scheduling (Health, PE, and DE)
- Assist testing coordinator with Seal of Biliteracy (World Languages)
- Professional learning opportunities directly connected to content area. Find and/or share PD opportunities such as local roundtable meetings, conferences, workshops
- Curriculum: Standards review and expertise and assist with the cyclical review

**TERMS OF
EMPLOYMENT:**

Compensation and work year to be determined by the Board in accordance with the collective bargaining agreement with the NHEA.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 3/16/2020