

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE MIDDLE SCHOOL TEACHING SPECIALIST

QUALIFICATIONS:

1. New Jersey certification as an Elementary Teacher, K - 8 or 7 - 12 subject area certification with highly qualified status in language arts literacy or mathematics at the middle school level
2. Such additional qualifications as the Board of Education may deem appropriate
3. Previous teaching experience

REPORTING RESPONSIBILITY:

The Middle School Teaching Specialist is directly responsible to the building principal.

JOB GOAL:

Working directly with the building principal, in consultation with the Supervisor of Special Programs, the Supervisor of Student Services, and subject area supervisors, the Middle School Teaching Specialist assists in the development, integration and assessment of the 7 - 8 curriculum.

TERMS OF EMPLOYMENT:

Ten month contract consistent with the agreement negotiated with the applicable bargaining unit and a minimum commitment of two years in the position or payback of training costs.

PERSONAL EVALUATION:

Evaluation will be based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Supervision and Evaluation of Tenured Teaching Staff Members and Policy 4119, Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

A. Building-Level Responsibilities

1. Acts as a liaison between the Supervisor of Special Programs, the Supervisor of Student Services, subject area supervisors, and the building principal and faculty.
2. Assists the Supervisor of Special Programs and subject area supervisors in developing district objectives and goals.

3. Attends periodic meetings deemed necessary by the Supervisor of Special Programs or the subject area supervisors.
4. Curriculum and Instruction
 - a. In cooperation with principals, teachers, the Supervisor of Special Programs, the Supervisor of Student Services and subject area supervisors, coordinates the integration of the curriculum and assessment program.
 - b. Participates in the interpretation and analysis of individual, group, district, standardized, and state assessments.
 - c. Assesses individual students including those referred by principals and staff for instructional purposes.
 - d. Works closely with the media specialist in the selection and dissemination of instructional materials.
 - e. Is available for conferences with principal, teachers, supervisors, parents/guardians and/or students to discuss instructional programs and the interpretation of test data.
 - f. Utilizes the services of the building teacher assistant for clerical and inventory duties.
 - h. Works with small groups of students where appropriate.
 - h. Conducts model lessons.
 - i. Conducts staff development.

B. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with clarity, conciseness, and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment, and classroom;
 - b. Sharing responsibility for students' behavior throughout the building;
 - c. Working with colleagues to improve the effectiveness of the total school program;
 - d. Participating in school activities.

4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
5. Establishes and follows an individual program of professional renewal in such areas as:
 - a. How children learn
 - b. Current approaches to discipline
 - c. Alternative instructional strategies
 - d. Updated curriculum materials
 - e. Current theory and practice in his/her field

C. Other Duties and Responsibilities

Performs other duties and responsibilities incidental to the office or as assigned by the building principal or designee.

Approved 1/22/08

