

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****SUBJECT AREA COORDINATOR****JOB GOAL**

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

**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. Minimum of three years teaching experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Coordinates the efforts of teachers within assigned subject area through regular monthly meetings, written feedback from staff concerning tasks assigned/completed.
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 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.
10. 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.
11. 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.
12. 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 designated administrator. Adoption of textbooks is the legal responsibility of the Board of Education.
13. Review department tests, test results and grade distribution periodically or when needed to informally assess validity of test content and learning transfer.

14. 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.
15. Facilitate staff development within the department and prepare data associated with department.
16. Other possible duties:
  - review lesson plans
  - summer assignments
  - review and revise Course Selection Booklet
17. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
18. Perform such other curricular and instructional duties related to the subject area as may be assigned by the Principal or designated administrator).

### **ESSENTIAL SKILLS/ABILITIES**

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Ability to create, maintain and analyze department budget.
5. Excellent organizational skills and attention to detail.
6. Creative analytical and problem-solving skills.
7. High integrity and ethical standards.
8. Proficiency with technology resources.
9. Regular attendance.
10. Ability to attend and preside over lectures and meetings.
11. Ability to traverse school facility.

### **REPORTS TO**

Principal/designated administrator.

### **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.

\*This job description is subject to change at any time.

---

APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **February 12, 2009**  
 AMENDED: **June 16, 2011**  
 AMENDED: **March 23, 2023**