

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS

3094 - Teacher Coordinator with
Academic Interdisciplinary Experiences
Page 1 of 5

JOB TITLE: TEACHER COORDINATOR WITH ACADEMIC INTERDISCIPLINARY EXPERIENCES

REPORTS TO: Assistant Superintendent or designee

NATURE AND SCOPE OF JOB:

The Teacher Coordinator with Academic Interdisciplinary Experiences shall mentor and support teaching and learning through modeling and coaching to improve and accelerate student achievement through quality curriculum and instruction. This position performs the work involved in leadership skills, has expertise in curriculum, integrate academic disciplines, project based learning instructional strategies, and knowledge of adult learning theory. The Teacher Coordinator with Academic Interdisciplinary Experiences is knowledgeable with particular types of learning disabilities, students of different racial/ethnic/gender groups, English language learners (ELLs) and provide effective academic instructional strategies that work with sub-groups.

The Teacher Coordinator with Academic Interdisciplinary Experiences:

1. Preferably holds a Master's Degree.
2. Hold a NJ Instructional or Educational Services Certification in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6 Chapter 11, with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
3. Have five (5) years excellent experience in teaching and working with adolescents.
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
5. Hold a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of a child's growth and development.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS

3094 - Teacher Coordinator with
Academic Interdisciplinary Experiences
Page 2 of 5

10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College Transcripts.
5. Employment interview.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS

**3094 - Teacher Coordinator with
Academic Interdisciplinary Experiences
Page 3 of 5**

EMPLOYMENT TERMS:

The Teacher Coordinator with Academic Interdisciplinary Experiences shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher Coordinator with Academic Interdisciplinary Experiences shall:

1. Collaborate with staff to collect and analyze data for modeling and coaching needs in the schools
2. Coordinate, monitor, and deliver research based instructional strategies
3. Assist teachers transferring theory into practice
4. Support the common vision, mission, value, and goal district and schools
5. Understand and work to improve teaching and learning
6. Collaborate with staff to ensure involvement in decision making for student achievement
7. Conduct research into child development, multiple intelligences, learning styles and effective instructional practices and share with school staff
8. Provide demonstration lessons for classroom teachers to model research based effective instructional strategies that are best practices
9. Establish high standards and expectations
10. Display the highest ethical and professional behavior and standards when working with all stakeholders
11. Communicate regularly with staff seeking support and advice
12. Work cooperatively with school staff to provide

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS

3094 - Teacher Coordinator with
Academic Interdisciplinary Experiences

Page 4 of 5

13. Collect data and complete all reports required in a timely fashion
14. Maintain positive, cooperative and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of the community
15. Attend required meetings
16. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
17. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, books, and attend professional development workshops
18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
19. Perform any duties, responsibilities, and any other projects that are within the scope of employment, as assigned by the Superintendent and the Assistant Superintendent of Academic Services & Special Programs and perform duties deemed necessary by the Assistant Superintendent of Academic Services & Special Programs
20. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS

3094 - Teacher Coordinator with
Academic Interdisciplinary Experiences
Page 5 of 5

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:


The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Assistant Superintendent or designee shall evaluate the Teacher Coordinator with Interdisciplinary Experiences in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date