**TITLE:** **DEPARTMENT COORDINATOR**

**REPORTS TO:** Director of Curriculum and Building Principals

**SUPERVISES:** Curriculum committees and departmental activities in collaboration with department chair

**OBJECTIVE:** To provide leadership in the development, implementation, coordination and improvement of the department. The department coordinator is expected to demonstrate expertise in the specific discipline, but expected to maintain a global concept of education.

**PERFORMANCE RESPONSIBILITIES:**

1. Organize departmental meetings, prepare an agenda, record proceedings, and submit documentation.
2. Act as a liaison for communication between teachers and administration.
3. Observe classrooms from a non-evaluative perspective; emphasize importance of instruction and assessment which is consistent with the District Improvement Plan.
4. Coordinate program across grade levels.
5. Attend relevant workshops; remain aware of current research and educational practices; disseminate timely information to department members. Encourage departmental members to grow professionally by taking course work, attending educational seminars and conferences.
6. Be alert to new and different ideas, and concepts that might help enhance the department mission within individual schools and the district.
7. In coordination with the department chair, prepare bi-monthly reports about departmental accomplishments, activities, and news.
8. Review, evaluate, coordinate and supervise curriculum and assessment writing.
9. Articulate programming with grades 6-12.
10. Help plan and facilitate staff development as necessary.
11. Coordinate formal data analysis sessions with building principals.
12. Assist teachers with data tools. (as necessary)
13. Coordinate ‘best practice’ sharing opportunities within the department so workshop, research and coursework information can be disseminated.
14. Collaborating with the department chair and with input from the department committee prepare yearly Department Improvement Plans for approval.
15. Work with building principals as necessary for all federal, state and local mandates including but not limited to RtI and NCLB as well as have a firm knowledge of standardized testing at the federal, state and local level.
16. Report on quarterly meetings with the department chairperson.
17. Working in collaboration with the department chair and committee, approve materials and resources as necessary to teach approved curriculum.
18. Other reasonable duties as assigned by the Director of Curriculum.