

JOB DESCRIPTION

DEPARTMENT: EDUCATION SERVICES

JOB TITLE: MIDDLE SCHOOL SUBJECT COORDINATOR

REQUIREMENTS:

A. Education Level: Bachelor's degree with teaching certificate

B. Experience Desired: Minimum of 3 years' teaching experience

C. Physical Requirements: Hand-eye, mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Middle School Coordinator

DATE: Revised December 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Supports and plans for implementation of the district curriculum as it applies to the department.
2. Conducts inventories.
3. Orders supplies and materials for the department.
4. Serves as subject contact person for administrative purposes.
5. Attends meetings called by the coordinator or supervisor.
6. Meets monthly with the department - turns in minutes to the building principal and the coordinator.
7. Acts as an instructional leader. Inspires subject teachers to become aware of new materials, ideas and programs.
8. Locates multi-media materials for use in the department. Shows others how to use them.
9. Motivates and inspires the department to do its best.
10. Mentors teachers in the department.
11. Maintains equipment.
12. Coordinates contests that relate to the department.
13. Analyzes standardized tests and make recommendations to the department.
14. Communicates with administration and teachers in the department.
15. Assists new staff members/substitute teachers within the department.
16. Performs other duties as assigned by principals.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard.

D. Work Year:

Extra duty/extra pay positions are for a fiscal year (July 1- June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date