

## **Delran Township School District**

**Title:** Subject-Area Leader

**Reports to:** School Principal

**Job Goal:** The Subject-Area Leader will be the liaison for each of their respective department in terms of identifying classroom and instructional needs through the Professional Learning Community process. They play a critical role in the development of School-wide Improvement Plans in examining assessment data and school-wide programs to better design instructional initiatives aimed at closing the school's achievement gap.

The Subject-Area Leader position is a non-supervisory, non-administrative position with a stipend. The Subject-Area leader will work and plan cooperatively with the Building Principal and K-12 Supervisor in the curricular area to facilitate district educational initiatives as well as assist in providing and maintaining an effective, safe and enjoyable learning environment.

### **Performance Responsibilities:**

1. Work with teachers and administration to develop curricular materials, resources and professional development to provide quality instruction to targeted students; students are identified based on various measures of academic proficiency.
2. Facilitate school's Professional Learning Communities.
3. Maintain appropriate records, as necessary and in accordance with board policy or state law.
4. Maintain continuity of ongoing educational initiatives; monitor implementation strategies as necessary and directed.
5. Serve as a liaison with teachers; communicate requests for information as necessary; collaborate as a team player with teaching colleagues, supervisors, and administration.
6. Serve as a liaison between the school, parents, and community.
7. Perform other duties as assigned by the School Principal.

### **Qualifications:**

- \* Valid teaching certification in the curricular area;

- \* Ability to read, analyze and interpret;
- \* Ability to calculate figures and amounts;
- \* Ability to work well with other people;
- \* Good verbal and written communication skills.

**Evaluation:**

Performance of this job will be evaluated annually mutually between the School Principal and Subject Area Leader by evaluating the goals for the position established at the beginning of the academic year. This position will not be evaluated by a tool mandated by state law as is done for classroom evaluations.

This is a non-tenurable, stipended position that is grant funded and may be eliminated at any time due to funding sources. The stipend amount is \$1,175 for the 2015-2016 school year according to the Negotiated Agreement.

**APPROVED BY THE BOARD OF EDUCATION: MAY 13, 2015**