



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: DEPARTMENTAL LIAISON

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification.
2. Is a member of the faculty of the Holmdel Township Public Schools.
3. Has a minimum of five years' successful teaching experience.
4. Demonstrates organizational abilities, communications skills, leadership qualities and skills in interpersonal relations.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To facilitate the work of a specified department, support the teaching staff of that department in a non-evaluative position, address instructional needs of the department and serve as a liaison between the department and the administration.

PERFORMANCE RESPONSIBILITIES:

1. Instruction

Provides student instruction in accordance with the job description of "Teacher" for .6 of the school day in one or more buildings of the district.

2. Instructional Leadership

- a. Serves as an instructional resource person to members of the department and to others in the district concerning the specified subject area.
- b. Conducts lessons in his/her own classroom or in the classrooms of other faculty members to serve as models of effective teaching strategies for members of the department.
- c. Serves as a "team teacher" or "coach" when appropriate to initiate a new instructional material or technique or to enhance instruction.

- d. Meets on a regular basis with the department to promote articulation among members of the group and to facilitate the efforts of the group to enhance the instructional program and to address related administrative needs.
- e. Works with members of the department to review new textbooks and instructional materials in accordance with district guidelines.
- f. Works with members of the department to prepare recommendations for the Director of Curriculum and Instruction to improve the delivery of instruction in the department (i.e., subject area scope and sequence, course prerequisites, grading practices, need for new courses, curriculum development and staff development needs, departmental/ subject area projects and initiatives).
- g. Works with members of the department to address related administrative needs (i.e., budget development and implementation; processing requests for professional leaves, field trips, course work, purchases; recommendations for scheduling and teachers' assignments).
- h. Serves as a liaison for the department with the Director of Curriculum and Instruction and other administrative personnel.
- i. Secures and makes available to departmental personnel reference materials, research, sample textbooks and curriculum documents, and other resources which will enhance the efforts of the department.

3. Professional Development

- a. Participates as appropriate in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- b. Supports district and departmental staff development efforts by contributing suggestions, conducting relevant experiences and compiling feedback about the experiences in accordance with district guidelines.
- c. Seeks out information about appropriate professional development opportunities and shares this information with departmental personnel; facilitates the participation of departmental staff in the professional development experiences in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Strives to promote cooperative relations and communications between the departmental personnel and parents/guardians.
- b. Promotes on-going communications about the department, its efforts and its initiatives.
- c. Cooperates and shares professionally with members of this department as well as with other members of the staff and administration.
- d. Serves as spokesperson for the department and interprets the curriculum and instructional program as needed.

5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Curriculum, excluding evaluation of personnel.

TERMS OF EMPLOYMENT: Salary and stipend will be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy for the Evaluation of Professional Staff and the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: February 22, 1995