

**RED HOOK CENTRAL SCHOOL DISTRICT
RED HOOK, NEW YORK**

Department Coordinators K – 12
Department Chairpersons 6 – 12

JOB DESCRIPTION

The districtwide department coordinator/chairperson is a professional assigned special duties and responsibilities pertaining to a particular content area and its relationship to the total school program. This individual acts as both an instructional leader and coordinator who is expected to attend monthly instructional council meetings.

The application process begins each year in June. To be considered for this leadership position, a teacher needs to submit a letter of intent to the assistant to the superintendent for curriculum and instruction. The building principal, an appropriate member of RHFA, and the assistant to the superintendent for curriculum will review a candidate's credentials. A recommendation for the position is then forwarded to the superintendent. Prior to the commencement of the next school year, the Board of Education votes upon the superintendent's recommendation. A one-year contractual stipend is granted in accordance with the negotiated agreement of the Red Hook Faculty Association.

The districtwide department coordinator/chairperson is responsible for all departmental matters K-12 and reports directly to the assistant to the superintendent for curriculum and instruction. Building level issues are the responsibility of the building principal in consultation with the districtwide department coordinator/chairperson, if applicable.

Objective

To provide district leadership in the development of the instructional program.

Scope

The districtwide coordinator/chairperson is responsible to the assistant superintendent for curriculum and instruction for providing direction for the assigned K-12 program in the following areas:

- I. Curriculum**
- II. Staff Development**
- III. Departmental Administration**

Responsibilities

I. Curriculum

- A. Assist in supervising the implementation of the K-12 or 6-12 curriculum as written in *A Guide to Curriculum and Assessment* [January 2001] and act as a resource person to promote awareness, knowledge, and application of the New York State Learning Standards.
- B. Assess on a yearly basis the degree to which the *Guide* reflects current practices.
- C. Initiate program changes and evaluate the success of those changes.
- D. Assist in the coordination of remediation/academic intervention services.
- E. Act as a liaison with SED in order to secure, interpret, and disseminate state curriculum and recent memoranda.
- F. Coordinate the purchase of appropriate educational resources from catalogues in order to meet curricular needs.

II. Staff Development

- A. Plan and conduct regular departmental meetings.
- B. Assist growth and development of identified staff in a non-evaluative manner.
- C. Augment professional library.
- D. Promote in-service training and programs.
- E. Provide opportunities for training sessions regarding assessment and apprise department members of current graduation requirements.
- F. Assist new teachers with curriculum development, school regulations and procedures.
- G. Act as a major participant in the selection of new staff.

III. Departmental Administration

- A. Formulate the department's goals, short and long-term, in consultation with department members.
- B. Prepare budget in consultation with department members and building principals.
- C. Collect catalogues and product information.
- D. Maintain inventory, including condition of texts and equipment.
- E. Assist in ordering state examinations.
- F. Oversee departmental examinations, when appropriate.
- G. Coordinate departmental scoring of examinations/assessments.
- H. Assess program's strengths and weaknesses.
- I. Serve as contact and conduit for (1) central office, (2) outside agencies, (3) interdepartmental activities, and (4) awards.
- J. Assist principal in recommending class assignments.
- K. Address intradepartmental concerns.

- L. Encourage student recognition through performance, exhibition, and/or competition and assist in coordinating those activities.
- M. Prepare and submit an annual report by August 1 to the assistant to the superintendent for curriculum who, in turn, will affix the report to hers/his.

8/01