

EMPLOYEE NAME: \_\_\_\_\_

Revised 12/90; 6/92; 1/94; 11/94; 2/97; 4/01; 10/12; 6/18

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, Middle School Subject Area Coordinator	<b>JOB CODE:</b> 106, 107, 108, 113
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4, 5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To provide leadership for faculty members and support for administrators in implementing the middle school instructional program.	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists, as needed, in screening and selecting new personnel for the subject area.
3.	Assists personnel who are new to the subject area.
4.	Orients and assists substitute teachers in the subject area.
5.	Recommends annual budget for the subject area; reviews subject area budget with appropriate personnel.
6.	Assists with textbook selection and curriculum revision, including involving subject area teachers in the examination and evaluation of textbooks, teaching aids and materials.
7.	Coordinates subject area orders for textbooks and materials; coordinates subject area allocation and accounting of textbooks and materials.
8.	Maintains and stores subject area resources/materials.
9.	Utilizes standardized test results and local school grade profiles to seek improvement in the instructional program.
10.	Monitors the subject area instructional program to facilitate proper student placement.
11.	Supports administrative actions for improving personnel performance in the subject area.
12.	Serves as local school liaison with system level subject area curriculum supervisor.
13.	Attends local school and system level meetings relative to coordinating the instructional program for the subject area.
14.	Coordinates with the media center staff for acquisition and use of materials in the subject area.
15.	Plans and conducts meetings for subject area teachers as needed.
16.	Coordinates student participation in subject area related activities.
17.	Informs the principal of concerns and suggestions regarding general administration of the school program including utilization of building, teacher morale, and student control.
18.	Maintains prompt and professional communication with parents.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_