

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Department Coordinator**

### **QUALIFICATIONS:**

1. New Jersey Teacher certificate with a major in at least one of the departments for which coordinator is responsible
2. Department member in good standing
3. At least three years of teaching experience in the field being coordinated
4. Such alternatives to the above that the Board may find appropriate

**REPORTS TO:** Building Principal

### **RESPONSIBILITIES:**

1. Develop yearly textbook, teaching supplies, and capital budget requests for submission to building principal
2. Meet monthly with members of department (agenda and meeting summary to be provided to building principal)
3. Act as communication liaison between faculty and building administration
4. Order and inventory all department supplies
5. Meet monthly with building principal to facilitate planning for monthly faculty meetings
6. Coordinate placement of department substitutes under supervision of vice principal