

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Middle School Department Leader**

### **QUALIFICATIONS:**

1. Teacher at GCMS
2. Minimum of three years of teaching experience

**REPORTS TO:** Middle School Principal and Vice Principal

### **RESPONSIBILITIES:**

1. Provide instructional leadership, support, and enhances articulation regarding curriculum alignment across grade levels with standards, the development and implementation of common assessments, and the use of effective instructional strategies that will most appropriately meet the needs of students
2. Communicate and collaborate with staff and administration
3. Ensure vertical articulation across grade levels and assist all content area teachers towards coordinated school goals
4. Lead effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, support effective instructional practice, and cultivate a professional culture of shared ownership for student learning in the school
5. Attend mandatory district PLC training and scheduled curriculum meetings
6. Attend monthly department meetings and submit meeting minutes to the building principal
7. Serve as subject contact person for administrative purposes
8. Support, plan, and manage the implementation of the district 6-8 curriculum as it applies to the department
9. Facilitate two-way communication to and from the department, concerning all aspects of school and district programs, policies, and related issues

10. Conduct inventories and review all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase
11. Assist in the ordering and budgeting of supplies and materials for the department
12. Mentor teachers in the department
13. Assist new staff members/substitute teachers within the department
14. Perform other duties as assigned by administration and Director of Instructional Services