



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Middle School Content Area Leader for English, Mathematics, Science, Social Studies, Unified Arts, and Special Education and potentially Middle School/High School Content Area Leader for Business-Technology, Health-Physical Education, Foreign Languages, and Guidance
Reports To	Principal (or designee)
Level/Grade	5-8 or 5-12
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

This position requires a commitment of time beyond the normal work day and year.

Qualifications

- Must be a full-time certified staff member in the specified content area at the Middle School, as appropriate.
- Must be 'highly effective' (at the time of appointment) in specified content area.

Essential Duties and Responsibilities (*other duties may be assigned*)

Under the general direction of the Middle School and/or High School administration, and in accordance with established policy and procedure, the Content Area Leader has responsibility for the administration of the department, including but not limited to budget development, scheduling, meeting facilitation, and textbook and materials distribution and inventory.

- **Administration**
 - Conducts content area/department meetings on a regularly scheduled basis.
 - Communicates the content area/department program to the school staff and community.
 - Plans, prepares, and administers the content area/department budget.
 - Supervises procedures for the selection, adoption, care, and inventory of textbooks, technology and instructional materials.
 - Assists in the selection and assignment of content area/department personnel.
 - Assists in the scheduling process, as requested.
 - Insures availability of instructional materials
 - Submits reports, as requested, including those involving student achievement data and content area/department activities.
 - Attends regularly scheduled meetings with the building administrator(s) to discuss administrative, curricular, and instructional issues.
 - Works with STEM and/or Humanities Specialists to develop, implement, monitor, and evaluate content area/department and school improvement efforts.
- **Curriculum and Instruction**
 - Serves on active curriculum task force.
 - Advises the Assistant Superintendent and building administration in developing, reviewing, and revising the curriculum for each course offering.
- **Guidance Only**
 - Implementation of K-12 Guidance Curriculum
 - Coordination of AP, PSAT, state assessments and other similar measures of student performance
 - Coordination of junior and senior awards events
 - Administration of scholarship program
 - Development and implementation of High School master schedule
 - Oversight of student transcript analysis, student scheduling changes, and student placement (as necessary)

- Production of High School Program of Studies and Student Handbook
- Coordinates NCAA and College Board activities
- Coordinates Guidance Advisory Council activities

Supervises

Teaching and Support Staff

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public
- Ability to calculate figures and amounts
- Ability to utilize current technology for communication, data analysis, and access to research and instruction
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree or higher

Terms of Employment

Stipend and length of appointment as specified in collective bargaining agreement.

Created 3/28/2005

Revised 2/26/2013

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.