

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: COORDINATOR OF SCIENCE INSTRUCTION

REPORTS TO: Director of Curriculum and Instruction

QUALIFICATIONS: Teacher certification
Excellent organizational and communication skills
Ability to develop a departmental budget
Understanding of curriculum development
Understanding of schedule development
Required criminal background check and proof of US citizenship or legal resident alien status
Teaching experience (Secondary Level) Science

GENERAL DUTIES: Assist in coordinating district-wide science program, and provide leadership for the programs and special projects

JOB GOAL: To provide leadership for efficient program operation

PERFORMANCE RESPONSIBILITIES:

1. Instructional responsibilities as assigned by administration.
2. Assist in providing leadership for professional development activities.
3. Develop tentative system-wide budget in the science program area (supplies, equipment, repair, etc.) and keep staff aware of the budget process.
4. Meet with teachers in the program area to share information and receive input.
5. Assist in initiating and approving purchase orders.
6. Maintain district inventories of department texts, equipment, supplies, and other instructional materials.
7. Chair special projects.
8. Develop a calendar of system-wide events and activities.
9. Chair committees for science curriculum development and revision.
10. Disseminate information on trends in education related to the program area.
11. Prepare reports indicating the needs, accomplishments and plans in the program area.
12. Provide leadership for textbook selection.
13. Identify future needs and directions for the program area.
14. Monitor system-wide co-curricular activities.
15. Maintain liaison with district building principals concerning program matters.
16. Assist in district-wide testing as related to the program area.
17. Perform other responsibilities as may be assigned by the Director of Curriculum and Instruction.

Adopted: August 23, 2012

JD/Supervisors