

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Job Title: Secondary Academic Coordinator **Department Facilitator – Stipend Position**
Department: Dover School District, SAU #11
Reports To: Principal or designee
Approved By: Dover School Board

Summary:

The goal of the high school ~~academic coordinator~~ **department facilitator** is to serve as a liaison between the school administration and the respective department, to coordinate the department's many functions, and to manage the department's human and material resources to achieve optimum advantage for all students. Academic Coordinators implement strategic decisions and play a vital role in developing and supporting the high school mission and vision that fosters a growth mindset.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

- ~~Meets with the Dean of Instruction to develop, implement, and assess curriculum on a system wide basis.~~
- Collaborates with the Dean of Instruction to develop, implement, and assess departmental goals.
- ~~Collaborates with other academic coordinators within the building to develop and foster interdepartmental programs and school's overall curriculum development.~~
- ~~Meets with team leaders of sending schools to ensure vertical curriculum alignment and academic expectations and participates in transition activities with sending schools.~~
- Meets with the high school administration to discuss pertinent educational issues.
- Attends School Board meetings and all district meetings if **needed**, the agenda relates to his/her department.
- ~~Visits classrooms to discuss implementation of curriculum with department members.~~
- ~~Meets with teachers to encourage the development of new curriculum and well structured units or lessons with measurable objectives and appropriate teaching strategies.~~
- Interviews prospective candidates using District protocols for positions within the department with the primary emphasis of determining the candidate's knowledge of the subject matter and makes recommendations to the principal or designee regarding teacher assignment within the framework of the master schedule.
- Actively models and encourages teacher growth in technology integration.
- Actively models and encourages professional development in curriculum and assessment construction and delivery through departmental collaboration.
- ~~Review common assessments, state and local testing and report on findings as it informs needed curricular or instructional changes within the department.~~
- Assists substitute teachers as needed.
- Conducts monthly department meetings. Suggested topics ~~of~~ **for** department meetings would be **include**: curriculum development; program of study and course outline development; availability of in-service programs; selection of teaching and supplementary materials; discuss, evaluate, and attempt to improve student achievement; communicate to the principal or designee matters of concern relative to ~~subject content~~, teaching supplies, equipment, and other problems.
- ~~Prepares and annual budget in concert with department members as directed by the principal or designee.~~
- Meets periodically with educational sales representatives to keep up to date on textbooks, technology, and ancillary equipment.
- ~~Requisitions and issues all textbooks, supplies, materials, etc. for the department.~~

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- ~~Ensures timely ordering of departmental materials.~~
- Maintains an inventory of all furnishing, equipment, supplies, etc. for the department.
- ~~Is responsible for any additional duties assigned by the School Board and/or the Superintendent and/or the immediate supervisor.~~
- Through the consensus process assist the development and execution of the school's mission of collective responsibility for all students.
- Assist with the creation of a master schedule that provides sufficient time for team collaboration, core instruction, supplemental interventions, and intensive intervention.
- Advise the principal in the coordination of schoolwide resources to best support instruction and interventions.
- Prepare annual budget in concert with department members as directed by the principal for assigned departments.
- Manage ordering, receiving, and distribution of supplies for assigned departments.
- Coordinate substitutes and class coverage for assigned department.
- Other duties may be assigned, in consultation with affected parties, building principal, and the DTU.

Management Responsibilities:

This position has management responsibilities for assigned professional staff.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Strong leadership skills required.
- Demonstration of ongoing professional development.
- Ability to build a culture of collaboration around academic excellence.
- Strong communication and interpersonal skills
- Ability to organize and prioritize tasks and projects and complete in a timely manner.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

Education and/or Experience:

This position requires a minimum of a Bachelor's degree (B.A. or B.S.) from a four-year college or university, a Master's degree is preferred. The ~~curriculum advisor~~ **department facilitator** must have a minimum of four (4) years teaching experience.

Technology Skills:

To perform this job successfully, an individual should have knowledge and experience with a variety of software programs.

Certificates, Licenses, Registrations:

New Hampshire Teacher Certification in their subject/content area.

Physical Demands:

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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 talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

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 the work environment is usually quiet to moderate.

Dover School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.