



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
SCHEDULE "B" JOB DESCRIPTION:  
DEPARTMENT/GRADE LEVEL/SUBJECT AREA  
CHAIRPERSON**

**QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification
2. Is a member of the faculty of the Holmdel Township Public Schools
3. Has a minimum of five years successful teaching experience
4. Demonstrates organizational abilities, communications skills, leadership qualities and skills in interpersonal relations
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Assistant Superintendent for Curriculum and Instruction  
Department Supervisors  
Building Principals

**JOB GOAL:** To support and represent the work of a specified department, discipline or grade level in a non-evaluative position in the following areas: act as a liaison between staff and administration to enhance articulation of district initiatives, teacher needs and concerns, and curricular and programmatic issues. Work collaboratively with teachers and administrators to ensure optimum operation of the department, discipline or grade level.

**PERFORMANCE RESPONSIBILITIES:**

1. **Instructional Articulation**
  - a. Serves as an instructional resource person to members of the department, discipline or grade level and to others in the district concerning the specified subject area or grade level.
  - b. Attends monthly meetings of the Curriculum Council, reports back to his/her department, grade level or discipline at department, team, grade level meetings or curricular newsletters.
  - c. Promotes articulation among the instructional unit and facilitates the efforts of the group to enhance the instructional program and to address related curricular needs.

- d. Works with members of the department to review new textbooks and instructional materials in accordance with district guidelines.
- e. Works with members of the department to discuss with the supervisors and/or assistant superintendent improvements to the delivery of instruction in the department (Topics may include such things as subject area scope and sequence, course prerequisites, grading practices, need for new courses, curriculum development and staff development needs, departmental/ subject area projects and initiatives).
- f. Works with members of the department to discuss with supervisors related curricular needs. (Topics may include field trips, purchases, recommendations for scheduling .)
- g. Serves as a liaison for the department, subject area or grade level with the department supervisor, assistant superintendent and other administrative personnel.

**3. Professional Development**

- a. Participates as appropriate in relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- b. Supports district and departmental staff development efforts by contributing suggestions.

**4. School and Community Relations**

- a. Promotes on-going communications about the department, its efforts and its initiatives.
- b. Cooperates and shares professionally with members of this department as well as with other members of the staff and administration in department, grade level, subject area and faculty meetings.
- c. Serves as spokesperson for the department and interprets the curriculum and instructional program as needed.

**TERMS OF EMPLOYMENT:** Yearly stipend will be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** An evaluation instrument consistent with those developed for the Schedule B Program will be mutually developed with the appointed chairpersons/grade/subject area leaders and department supervisors, building administrators and assistant superintendent.

**SOURCE:** Regular Board Meeting

**DATE:** **September 22, 2004**

**Revised** **January 26, 2005**