



**UPPER SADDLE RIVER
SCHOOL DISTRICT**

A TRADITION OF EXCELLENCE

JOB DESCRIPTION

DISTRICT CURRICULUM COORDINATOR CHAIRPERSON

- I Title:** District Curriculum Coordinator Chairperson
- II Qualifications:**
- A. Tenured Teacher in the Upper Saddle River Schools
 - B. Strong leadership skills
 - C. Excellent communication skills
 - D. The respect of colleagues and peers
- III Primary Function:** This is a teacher who is selected annually, to serve in a one-year position as a leader, representative, and liaison to the administration, the school, and the district.
- IV Reports to:** Director of Curriculum and Instruction
- V Major Duties and Responsibilities:**
- A. Advises the Director of Curriculum and Instruction on the coordination of staff needs with resources, materials, and supplies across grades Pre K - 8.
 - B. Supports the Director of Curriculum and Instruction on the development and execution of summer curriculum projects.
 - C. Evaluates and participates in professional development programs outside of the school day to provide access to new ideas for district staff members related to: curriculum, pedagogy, assessment, wellness, and technology.
 - D. Performs other duties within the scope of his/her employment and certification as may be assigned.
- VI Terms & Conditions of Employment:** The term is a one-year, posted and appointed annually in May/June. The same person may be reappointed to the position. The Director of Curriculum and Instruction and the Superintendent of Schools shall have the sole responsibility for appointment recommendations. Compensation as per the Sidebar Agreement between the Board and the USREA.