

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

CONTENT AREA COACH

QUALIFICATIONS:

- Minimum of five years of successful teaching experience with a demonstrated strong background in content area
- Strong organizational, interpersonal, group leadership
- Strong communication skills
- Knowledge of current research and practices in the content area
- Skill in evaluating and developing curriculum
- Possess strong technology skills
- Willingness to work in a collaborative environment

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOALS:

1. To act as a resource person to school administration and staff in implementing the educational program in the content area.
2. To provide content area leadership in both instruction and assessment to support staff and parents needs.

PERFORMANCE RESPONSIBILITIES:

1. Develop personal proficiency in the program for the content area.
2. Serve as content area expert and leader for staff.
3. Assist content area staff in implementing effective classroom and instructional strategies.
4. Assist in planning professional development activities for content area.
5. Understand and encourage the interconnection among the NJ Student Learning Standards and Winslow Township School District curriculum.
6. Create a rapport and a positive working relationship with others, while empowering teachers to find solutions to problems.
7. Assist in suggesting strategies and organizational techniques for managing cooperative learning groups, manipulatives, and related technology.
8. Make recommendations for textbook adoption in content area.
9. Assume responsibility for receiving, accounting, distributing, and collecting textbooks.
10. Serve as an active member of the Professional Learning Community (PLC).
11. Make recommendations for program changes.
12. Participate in periodic after-school activities, when requested by the principal.
13. Provide on-going staff support during school and after school.
14. Maintain confidentiality.
15. Organize and conduct a hands-on informational evening for parents.
16. Fully advise the principal regarding the status of the content area program implementation and needs of the staff/school.
17. Provide content area budget recommendations for submission to the team leaders.
18. Organize supplies and materials.

TERMS OF EMPLOYMENT:

This is a ten month position. Stipend to be negotiated per the WTEA collective bargaining agreement.

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EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 3/5/2001
Revised: 1/28/2008
3/28/2012
5/9/2012
2/24/2021