THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Subject Matter Leader
(Single Subject)

Curriculum Leaders
(Two Subjects)

Responsible to: Building Administrator/Assistant Superintendent for Instruction

Major Responsibilities: Assist teachers in implementing the curriculum, assist in budget preparation; make recommendations to principal and Department of Instruction regarding the subject.

Illustration of Key Duties: 1) Meet with new teachers at opening of school; 2) collect and distribute textbooks and supplies at the beginning and end of the school year; 3) serve as a primary resource for classroom teachers in that subject area; 4) assist the principal with the procedure and forms for the inventory of materials; maintaining in a central source the complete catalogue system; 5) maintain subject area inventory, alerting principal of areas of need; 6) make recommendations regarding subject area to principal and Department of Instruction; 7) set dates for and conduct subject building meetings as necessary; 8) serve on the appropriate Curriculum Program Review Committee; 9) *be available for appropriate school review meetings; 10) **meet regularly with the Department of Instruction; 11) write, edit, revise, distribute, correct and report results of proficiency tests to subject area teachers; 12) ***assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties.

Qualifications: Certified staff only; have taught or have graduate course experience in that subject area; have after-school time available to perform duties; recommendation by principal.

Calendar: Teacher calendar plus up to five (5) additional days with additional negotiated pay when required and pre-approved by Central Office Supervisors.

ESTABLISHED: 1976

* Evening School Review attendance shall not be required unless agenda items include subject area.

** Out of school meeting hours shall not exceed six hours a month.
This does not include regular contractual Monday staff meetings.

*** Subject Matter Leader should not have to interpret Creative I qualification tests. This should be done by classroom teacher.