



**UPPER SADDLE RIVER
SCHOOL DISTRICT**

A TRADITION OF EXCELLENCE

JOB DESCRIPTION

SPECIALIST CHAIRPERSON (K-2, 3-5, 6-8)

I Title: Specialist Chairperson

II Qualifications:

- A. Tenured teacher in the Upper Saddle River Schools
- B. Teacher at the grade level of the appointment
- C. Strong leadership skills
- D. Excellent communication skills
- E. The respect of colleagues and peers
- F. Trained to Administer Epi-pen
- G. Glucagon trained on an as needed basis

III Primary Function: This is a teacher, one of whom is selected annually at each of the schools, to serve in a one-year position as a leader, representative, and liaison for the specialists* to the administration, the school, and when appropriate, the district. [*Specialists include teachers of music, art, technology media integration, Family and Consumer Science, computer applications, physical education, nurse, world language, ESL, enrichment, guidance, technology, special education teachers, and BSI.]

IV Reports to: Principal/Supervisor

V Major Duties and Responsibilities:

- A. Representation of the Specialists
 - 1. Attend meetings as requested by the school administration
 - 2. Be familiar with the needs of the specialists and represent them
 - 3. Conduct regular meetings with all the specialists under the direction and request of the Principal. Create and agenda and keep minutes
- B. Curriculum
 - 1. Assist with curriculum development and updates as requested by principal, district curriculum coordinator, or quad district coordinator
 - 2. Where appropriate assist the school administration with scheduling
 - 3. Keep abreast of all curricular changes
 - 4. Support curriculum with materials and supplies
 - 5. Assist with planning/organizing/implementing field trips, where appropriate

SPECIALIST CHAIRPERSON

6. Work with administration to insure smooth inter-grade level transitions in curriculum
 7. Work with administration to ensure good articulation between specialists and classroom teachers.
- C. New Teachers
1. Assist with orientation to the school: policy, curriculum, facilities, personnel, materials/supplies, classroom management
 2. Guide and support; work with assigned mentor if teacher is in the mentoring program
- D. Others
1. Become familiar with needs of specialists...those that are in common as well as those that differ
 2. Advocate for specialists in appropriate settings
 3. Foster positive attitudes towards the district
 4. Maintain confidentiality at all levels
 5. Establish and maintain high professional goals
 6. Attend grade chair meetings with administrator(s).
 7. Assist with budget development as requested by building principal.
 8. Responsible for all shared departmental technology equipment (e.g. laptop carts, cameras, etc.)
- E. Performs other duties, which may be 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 school principal shall have the sole responsibility for appointment recommendations. Compensation as per the contract between the Board and the USREA Article 29-D.