

SUBJECT COORDINATOR

Subject Coordinators are responsible to the Principal of the building in which they teach for the proper execution of the responsibilities listed herein as they relate to their building.

In all matters which relate to more than one school, the Subject Coordinators are directly responsible to their Instructional Supervisor.

The current responsibilities of the Subject Coordinators are to assist the Principal and the supervisor to coordinate the department's instructional program by:

1. Seeing that departmental meetings are held at least monthly or as requested by the Principal and/or the supervisor, and chair these meetings.
2. Keeping minutes of departmental meetings and sending copies to all members of the department, the Principal, and the supervisor.
3. Representing the building at departmental Instructional Council meetings.
4. Arranging with the Principal and the supervisor for needed follow-up related to the building departmental meetings and departmental Instructional Council meetings.