

**Haddonfield Memorial High School
Academic Department Facilitator
Job Description**

Position:	<i>High School Department Facilitator</i> provides department leadership and coordination on a daily basis. Department Facilitators are experienced educators who work with other teachers, administrators, and parents to help both teachers and students have a positive, productive school experience.
Reports to:	Building Principal
Duties and Responsibilities:	<ul style="list-style-type: none"> ● Work with department members to promote positive and productive relationships between colleagues, students, parents, and community. ● Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement. ● Coordinates with the Assistant Principal to: <ul style="list-style-type: none"> ○ Provide assistance in the direction, planning and, evaluating of the department programs. ○ Provide organization and support for the department meetings. ○ Assist in the planning of the departmental budget. ○ Assist in the screening, selection, and recruiting of new teachers. ○ Coordinates program evaluation and revision. ○ Evaluate new text adoptions and recommend supplementary materials ● Additional duties and responsibilities: <ul style="list-style-type: none"> ○ Provide input on teaching assignments. ○ Participate in the development of professional development. ○ Maintains inventory of instructional materials. ○ Generates materials highlighting the accomplishments of the department. ○ Inventory textbooks and equipment. ○ Attend department facilitators meetings called by the high school administration. ○ Present at annual Course Selection information night. ○ Act as liaison between HMS departments and HMHS departments. ○ Presentation once a year to BOE Academic Committee
Compensation:	<ul style="list-style-type: none"> ● Full teaching assignment with neither homeroom nor 5 duty periods (or flex schedule). ● Level 4 on Non-Athletic Activities Guide (Schedule B). ● Ten-month position plus up to five days at curriculum rate beyond the regular teacher's contract year.
Qualifications	Tenured Teaching Staff
Location:	Haddonfield Memorial High School
Application Procedures:	Contact: Charles Klaus, principal