

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
- Revised:                   1/85, 5/85, 10/88, 4/91, 9/97, 9/2011
- \* 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.