LACEY TOWNSHIP SCHOOL DISTRICT

JOB TITLE: TEACHER COORDINATOR
(formerly Coordinator of Culture and Climate)

REPORTS TO: Principal

JOB GOAL: A Teacher Coordinator is responsible for the culture, climate and safety of students in the building and works under the direction of the Principal

QUALIFICATIONS:

1. Holds a New Jersey Teachers Certificate with a minimum of 5 years teaching experience
2. Demonstrated strong leadership, collaboration and interpersonal skills; ability to analyze data; an understanding of educational policy and practice
3. Ability to cultivate and maintain a safe and positive learning environment
4. Knowledge of the Lacey Township community and experience working with staff, students and parents

RESPONSIBILITIES:

1. Oversee discipline issues for students and recommend corrective action to the Principal
2. Provide supervision during the school day especially during tutorial, dismissal, detention and lunch periods
3. Collaboration with Administration, SRO and Security Staff to help ensure school safety and security
4. Proficient in the use of technology to help resolve disciplinary issues and safety concerns
5. Provide supervision for student activity functions
6. Support administration in emergency situations
7. Work collaboratively with SACs, Guidance Counselors, Nurses and Child Study Team to establish resources for assisting students and their families
8. Communicate with parents/guardians regarding student issues
9. Develops program and plans for promoting a culture and climate that leads to positive student outcomes
10. Prepares reports and maintains appropriate records
11. Performs other duties assigned by Principal/Superintendent

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised:

Date Approved: May 20, 2019

LEGAL REFERENCES: