



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Teacher Coordinator for Professional Development

**QUALIFICATIONS:** Hold a New Jersey Instructional Certificate. Experience in developing professional learning experiences, curriculum writing, and mentoring.

**PRIMARY FUNCTION:** The teaching staff member holding the coordinator position liaises between the Haddonfield School District central administration, building administration in each of the five buildings, the Local Professional Development Committee, and the teaching staff to coordinate three key elements of the professional life of the teaching staff.

**REPORTS TO:** Assistant Superintendent

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- The coordinator, in focused collaboration with the LPDC, organizes, schedules, and guides the orientation of newly hired teachers and staff in August, prior to the start of the new school year.
- The coordinator, in focused collaboration with the LPDC, organizes, manages, and facilitates the reflection of the teacher mentor program for newly hired teachers across the school year.
- The coordinator, in focused collaboration with the LPDC, conceptualizes, organizes, initiates, manages, and facilitates the reflection of all professional development experiences for teaching staff across the school year. These experiences are grounded in the district's strategic goals, as articulated by the central administration, building administration, and the board of education.
- The coordinator meets monthly with the LPDC to achieve the district strategic goals and plan professional development episodic events and facilitate embedded, ongoing professional learning communities.
- The coordinator meets quarterly with mentors and newly hired teachers to facilitate conversation about integration into the school community.
- The coordinator meets with individual teachers in one-to-one coaching sessions when invited by teachers or requested by the administration, across the school year to analyze, discuss and revise lessons, modules and curricula and does research on best practices and successful extant teaching models to lower the preparation workload for teachers wherever possible.
- Performs other related duties as may be assigned by supervisors.

**TERMS OF EMPLOYMENT:** Salary to be determined by the Board of Education in consultation with the Chief School Administrator

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



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**BENEFITS:** Benefits are available to full-time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: