

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**

**Job Description**

- I. **JOB TITLE:** Department Liaison
- II. **CERTIFICATION/QUALIFICATIONS:** Professional teaching certification; tenured member of the department he/she represents. CT 092 certification preferred.
- III. **WORK YEAR: Teacher year plus two days.** Up to five release days may be requested during the school year to facilitate completing the responsibilities of the office.
- IV. **REPORTS TO:** Chief Academic Officer
- V. **JOB GOAL:** To support the department by providing the leadership necessary for it to function effectively.
- VI. **MAJOR RESPONSIBILITIES:** The liaison will be expected to fulfill the following performance responsibilities in addition to his/her teaching assignment:
  1. Maintains adopted curriculum and developing new curriculum and implementation procedures as needed, including presentation of curriculum documents to Board of Education.
  2. Leads professional learning opportunities for department members in cooperation with other departments.
  3. Plans and leads department meetings.
  4. Formulates the department's district budget request.
  5. Organizes department textbook inventory and distribution where appropriate.
  6. Aids in processing text and supply evaluations and adoptions.
  7. Is available, within the limitations of the assignment, as a resource to department staff and administrators to support department or curriculum objectives.
  8. Maintains ongoing communication with the Chief Academic Officer.
- VII. **PROFESSIONAL ATTITUDE:** Cooperates with colleagues; demonstrates through professional growth an interest in educational concerns; maintains the ethics of the profession.
- VIII. **STIPEND:** Stipend or FTE, as per negotiated agreement.