

JOB DESCRIPTION

DEPARTMENT: EDUCATION SERVICES

JOB TITLE: HIGH SCHOOL DEPARTMENT CHAIRPERSON

- A. Education Level:** Bachelor's degree with teaching certificate
- B. Experience Desired:** Minimum of 3 years of teaching experience
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers; sitting, walking, speaking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, turning, grasping and carrying.
- D. Other Requirements:** Knowledge and expertise in the specific department

REPORTS TO: Principal

RECEIVES GUIDANCE FROM: Principal
High School Coordinator

DATE: Revised April 2008

ESSENTIAL FUNCTIONS AND DUTIES:

1. As a teacher instructional leader, the department chair will assist teachers in improvement of instruction and assessment, including regular classroom visitation and inservice training. This responsibility includes:
 - Designing, facilitating, and monitoring department collaboration,
 - evaluating probationary teachers, providing them with professional assistance,
 - developing and implementing in-school and district-wide inservice programs,
 - supporting the development of effective instructional strategies,
 - modeling effective instructional strategies.
2. Coordinates in conjunction with the principal, policy in matters of teaching assignments, consistency in student evaluation and curriculum planning. This responsibility includes:
 - providing assistance in construction of department teacher schedule,
 - assisting in pairing compatible teachers in coop settings,
 - being responsible for implementing administrative policy within the school.
 - communicating teacher suggestions for improvement to the administration.

3. Holds regular department meetings with feedback to all teachers, administrators and counselors. This responsibility includes:
 - implementing central administrative and building directives,
 - communicating concerns of the central and building administration,
 - communicating concerns and problems to the administration,
 - implementing strategies to support building level school improvement plans, District benchmarks and curriculum.
4. Serves as a consultant in hiring and discharging teachers and non-certified personnel within specific departments. This responsibility includes:
 - participating in actual interviews of applicants for teaching positions within department,
 - assisting with “plan of assistance” for teachers who are having difficulty in the classroom.
5. Represents the department at inter-school department chair meetings. This includes leadership in:
 - curriculum development, concerns,
 - technology usage,
 - textbook recommendations,
 - evaluation of programs, program evaluation with the middle school department representation, and textbook company personnel. This may be done in person, on the telephone, or by correspondence.
6. Assumes responsibility for informing teachers about policies in respective schools, assuring that they are implemented. This includes:
 - being responsible for implementing administrative policy within the school.
 - being a “buffer” and “liaison” between teacher and principal,
 - communicating teacher concerns and problems to the administration,
 - communicating teacher suggestions for improvement to the administration.
 - developing schedules for hall monitoring.
7. Promotes programs that would aid the professional staff to become knowledgeable about curriculum and other departments. This includes:
 - providing leadership in building library and enrichment materials and usage,
 - providing leadership in technology usage,
 - coordinating special Spotlight on Curriculum displays and newsletter articles.
8. Assumes responsibility, with principal, in orientation of new faculty members and substitute teachers. This responsibility includes:
 - providing support and encouragement to new staff members,
 - assisting new faculty members and substitute teachers with their subject matter curriculum, and materials, and lesson plans.
 - mentoring teachers in the department.

- assisting substitute teachers.
9. Assumes the responsibility for the development of departmental budgets. This includes:
- ordering, completing inventory, and being responsible for special equipment, supplies and materials for the entire school year,
 - determining textbook and other related teaching material needs within each course,
 - being responsible for AV, the security and development of technology, and other related equipment within the department.
10. Cooperates with the principal and supervises teachers in the placement and training orientation of student teachers. This includes:
- assisting in placement of paraprofessionals/interns from colleges and universities,
 - assisting in the appropriate selection of supervising teachers.
11. Takes responsibility for organizing, promoting and directing programs within the department. This includes:
- facilitating clubs, such as foreign language, science, DECA, VICA programs such as Close-up,
 - assuming the responsibility and leadership for student participation in competitions,
 - coordinating student contests or competitions,
 - providing care of plants and/or animals year round (in science department),
 - being responsible for special events, such as ninth grade orientation, career night, and cultural diversity activities,
 - serving as a clearinghouse for catalogs, materials, workshops, and other materials that support department curriculum.
12. Provides appropriate assistance to the administration and teachers within the department. This includes:
- resolving unique situations where the department chair is of significant assistance to the administration, both central and building, and to teachers within each department,
 - serving as a mediator to resolve teacher conflicts concerning teaching methods, grading procedures, and textbook selection within the department,
 - developing assessments to verify previously earned credits by students from non-accredited schools,
 - assisting in addressing various parental concerns.
13. Performs other duties as assigned by principal.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard.

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

HSDptChp