

JOB DESCRIPTION

TITLE: DEPARTMENT CHAIRPERSON

QUALIFICATIONS:

1. Master's degree desired but not required
2. Minimum 5 years teaching experience desired but not required.

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: To provide instructional area leadership in the delivery and implementation of the district's 6-12 curricula.

PERFORMANCE RESPONSIBILITIES INCLUDE:

1. Keeps abreast of developments in the area of classroom instruction, and furnishes leadership in determining appropriateness for inclusion in the district education program
2. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel
3. Makes recommendations for development, implementation and evaluation of in-service training programs for professional personnel
4. Provides professional development and participates in planning and execution of staff development
5. Plans agendas and facilitates monthly department and PLC meetings at the HS and IS
6. Maintains a curriculum library and digital instructional resources for staff use
7. Studies, evaluates, and recommends adoption of new instructional materials, methods and programs
8. Reviews and analyzes data to monitor and support student achievement
9. Interprets and communicates the instructional focus of the district to the school community
10. Maintains liaison and active participation with educational leaders in instruction at state, regional, and national levels
11. Supports staff in providing appropriate modifications/accommodations for English language learners and special education students during the delivery of instruction
12. Provides support to staff participating in the Mentor Program
13. Participates in the development of the department budget and facilitates the ordering of supplies and instructional materials
14. Provides leadership in curriculum development
15. Other duties as assigned by the Principal, Supervisor, and/or Assistant Superintendent of Curriculum and Instruction

EVALUATION:

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

Approved: June 14, 2011

Revised: May 18, 2021