



JOB DESCRIPTION

POSITION TITLE: Department Head

Position Summary: The department head will provide instructional leadership, support, and assistance to all teachers in the department. The department head serves as a resource to support a standards-based curriculum, effective instructional strategies, classroom management, and instructional material. There will be 5 department heads (Social Studies, English, Math, Science, and Elementary Education). The department head will visit classrooms to ensure the integrity of the curriculum and the delivery of instruction and will serve as a liaison between faculty and administration. They will remain current with educational literature, practices, issues, and share vital information with department members. The department head is expected to teach a minimum of 10 classes and maximum of 15 classes.

Reports To: This position will report to the Principal/Assistant Principal.

Essential Responsibilities

- Disseminate and examine assessment data with their department.
- Unify and provide recommendations for departmental (such as course outlines, pacing calendars, lesson plans, common assessments, grading scales, etc.)
- Inform, attend, promote and organize attendance at conferences and professional development opportunities for department members.
- Select and order textbooks.
- Oversee the department budget and order instructional supplies and equipment.
- Promote staff morale.
- Collaborate to create the master schedule.
- Collect Teachers course preference sheets.
- Collaborate with teachers, administrators, and counselors to ensure the proper placement of students.
- Provide support for new teachers within their department.
- Seeking Grant opportunities and allocation of acquired funds to align with school priorities.
- Recruit new teachers to the department.
- Assist in the implementation of new programs.
- Monitor Teachers input of grades weekly in Renweb (2 grades per week in each category=6 grades total)
- Oversee all administration paperwork for events and trips within their departments.
- Create an observation schedule with the principal to perform informal observations of the teachers in their departments.
- Create agendas/itinerary for weekly department meetings and share it with the principal along with department meeting notes.
- Step in at the discretion of administration when they are needed throughout the building. (i.e. class coverage, supervising school activities etc.)
- Supervise any events occurring within their department and are encouraged to collaborate with their colleagues.

Deliverables

First week of Professional Development-Prior to the start of the school year

- Quarter 1 Curriculum Maps
- Quarter 1 Scope and Sequence
- Pacing Calendars



- Identifying/ordering of textbooks and other need resources for the department

Quarter 1

- Weekly department meetings to collect student driven data.
- Attending monthly Instructional Leadership Team (ILT) meetings with principal taking place after the school day.
- Informal observations of Teachers
- Collection of the end of the Quarter Assessments, provide feedback to teachers if needed, share with Assistant Principal/Principal.
- Collection of Students on Track.
- Informal observation.
- Monitor Teachers input of grades weekly in Renweb (2 grades in each category per week=6 total).

Quarter 2

- Weekly department meeting to collect student driven data.
- Curriculum map for quarter 2
- Scope and sequence for quarter 2
- Collection of Mid-Term Assessment, provide feedback to teachers if needed, share with Assistant Principal/Principal.
- Collection of students on Track.
- Informal observations.
- Monitor Teachers input of grades weekly in Renweb (2 grades in each category per week=6 total)

Quarter 3

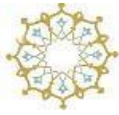
- Weekly department meeting to collect student driven data.
- Curriculum map for quarter.
- Scope and sequence for quarter 3.
- Collection of 3rd. quarter assessment, provide feedback to teachers if needed, to share with Assistant Principal/Principal.
- Collection of students on Track.
- Informal observations.
- Collaboration on Master schedule, course offerings, and teacher preferences for the following school year with programmer and Academic counselor.
- Monitor Teachers input of grades weekly in Renweb (2 grades in each category per week=6 total).

Quarter 4

- Weekly department meeting to collect student driven data.
- Curriculum map for quarter 2
- Scope and sequence for quarter 2
- Collection of Final assessment, provide feedback to teachers if needed, share with Assistant Principal/Principal.
- Collection of students on Track.
- Informal observations.
- Monitor Teachers input of grades weekly in Renweb (2 grades in each category per week=6 total)
- Collaboration on Master schedule, course offerings, and teacher preferences for the following school year with programmer and academic counselor
- Assist in interviews and hiring of faculty for the upcoming school year.

Qualifications:

- A bachelor's degree in education, but a master's degree is preferred.
- A minimum of 3 years of experience teaching in the subject area.
- At least one proficient rating minimum in the specific subject area for internal candidates.



- Strong verbal and written communication skills.
- Positive attitude and desire to be resourceful. Ability to interact effectively with a variety of audiences and individuals.

Schedule

Monday to Friday – 7:30 am to 4:00 pm with a 30–minute scheduled break time.

Disclaimer

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.