**Department Chair Position Description**

**Position Purpose:**

The purpose of the position of Department Chair is to:

1. Ensure high professional standards in curriculum, instruction, and assessment by modeling and fostering current research-based best practices and adherence to Idaho Content Standards (ICS) and district curriculum.
2. Collaborate with school and district administrators to assess staff professional development needs and plan for high-quality research-based professional development.
3. Provide managerial leadership to ensure effective and efficient department functioning.

**Leadership Responsibilities**

1. Assist district and school administrators with the implementation of research-based programs and policies based on the Idaho Content Standards, Idaho Standards Achievement Test, District units of instruction, ongoing formative and summative assessments, and Response to Intervention model
2. Attend and contribute to Building Leadership Team meetings
3. Serve as a communication liaison between the district and school administrators/ department members
4. Schedule and lead frequent departmental meetings to facilitate needed work
5. Develop an agenda for and facilitate department meetings and PLCs
6. Monitor the implementation of decisions made during department meetings and PLCs
7. Provide leadership for consistent practices around the use of frequent formative and summative assessments to inform instruction and departmental grading
8. Lead and support assessment data analysis to inform future departmental discussions, classroom instruction, and ongoing assessment
9. Identify and recommend possible solutions to school/department problems
10. Provide input in the development of the department’s master schedule

**Curriculum, Instruction, and Assessment Responsibilities:**

1. Demonstrate consistent use of best curriculum, instruction, and assessment practices in own classroom
2. Promote the appropriate use of instructional materials including videos in accordance with district policy
3. Attend or designate other department members to attend school and district planning, professional development, and implementation activities
4. Attend after school, cross-district Department Chair training held once per trimester
5. Assist in the adoption of new textbooks aligned to the state achievement standards and district curriculum
6. Assist in the ordering and distribution of department supplies, equipment, and textbooks
7. Attend training regarding the use of Instruction and/or Assessment Management Systems, assist in the development of common formative assessments, and the analysis of relevant student data to determine staff professional development needs