



Position Title: English Department Chair  
Position Status: Full-time  
FLSA Classification: Exempt  
Reports To: Head of School

### Position Purpose

In addition to teaching three classes and serving as an advisor to students, the department chair works in collaboration with the Lower, Middle, and Upper School division heads. A department chair at SCH Academy is responsible for planning, implementing, supervising, and evaluating a 5th grade to 12th grade program that supports the mission, goals, and continuous improvement of the school.

### Essential Functions

#### *Grades 5–12 Curriculum Leadership*

- Works collaboratively to establish a rigorous, sequential curriculum.
- Articulates departmental strategies in achieving the mission and goals of the school by setting objectives, assessments, and policies in consultation with the members of the department.
- Attends the department chairs' meeting each week. Contributes agenda items and shares responses to school initiatives. Communicates topics from the department chairs' meeting to department members when appropriate.
- The department chair is a consultant for PK–4 curriculum.

#### *Department Leadership*

- Models reflective practice, professional growth, and continued scholarship for department members.
- Communicates information to department members relating to planning, curriculum development and assessment, resources, facilities, and activities.
- Coordinates the teaching objectives, materials, methods, and means of assessment used by each teacher within the department; maintains records relating to standardized test scores and course grades in department courses.
- Convenes regularly scheduled department meetings:
  - Plans, publicizes, and conducts the English Department meetings once per cycle; emails agenda to department members and division heads.
  - Shares agendas and minutes with the Head of Upper School and Middle School.
- Evaluates continuously and supports the performance of each teacher in the department, culminating in an annual evaluation conference with performance assessments and shared goals. Supervision includes:
  - Regular meetings with new teachers.
  - Visits to classrooms.
  - Overall supervision of the professional growth for each teacher in the department (an experience outside of school at least once in three years).
  - Conducting, with the appropriate division head, full-scale evaluations of faculty members (see faculty evaluation protocol).
  - Working with teachers who need support.
- Arranges for departmental substitutes in accordance with the school's substitute policy.
- Assists division heads in conducting searches for candidates to fill vacancies within the department.
- Develops a job description, reviews resumes, and confirms required credentials for the position with the respective division head; conducts preliminary interviews by phone; organizes schedule for candidates.
- Orders equipment, textbooks, and educational technology needed for departmental classrooms and related space.
- Supervises use and appearance of bulletin boards/gallery/common spaces related to the department.
- Oversees departmental budget and checks monthly printouts, discussing needs and problems with the Business Office.

#### *General Program Support*

- Submits staffing and course offerings for the upcoming school year.
- Organizes and submits sectioning requests in the spring for the upcoming school year.
- Represents the department at various school events, e.g., open houses, transition evenings, and award evenings.
- Stays abreast of standardized test results. Works with department members, division heads, and the Director of College Counseling to analyze scores, making adjustments in program as appropriate.
- Periodically reviews the library collection to assess pertinence to curriculum and to recommend materials for possible acquisition.
- Recommends summer projects and programs to students interested in the discipline.

- Works with the division head and Development Office to publicize the scholarship and endeavors of the department. Provides new items for the website, *Chestnut Hill Local*, and other publications.
- Supports the school and its leadership.
- Performs additional duties as assigned by the Head of School.

#### **Qualifications**

- Master's degree or post-graduate work in subject matter and/or educational administration.
- A minimum of five years teaching and administration experience in an independent school environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.

#### **Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.

#### **Application Procedure**

Interested candidates, please e-mail a cover letter, resume, statement of educational philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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