

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Middle/Senior High School Department Chairperson
Reports To: Middle/Senior High School Principal
Length of Work: School Year
Approval Date: October 12, 2021

ESSENTIAL DUTIES:

1. To carry out the responsibilities and functions of a proficient classroom teacher
2. To serve in an advisory capacity to the principal at building-wide department chairperson meetings
3. To conduct department meetings on a regularly scheduled basis
4. To provide leadership in staff development
5. To assist in the development, implementation, and evaluation of department curricula, provide leadership for textbook adoption, and supervise the adoption of textbooks and supplemental materials if requested
6. To assist the principal in ensuring that the adopted curriculum is taught within the department
7. To check and approve semester exams for each member of the department before they are given each semester via PLC
8. To collect and analyze standardized test and grade distribution data to share with the department(s) and principal
9. To assist the principal in departmental class assignments
10. To provide the principal with an annual inventory of departmental instructional materials, including supplemental materials and textbooks, and assist with the department budget
11. To serve as a liaison between the department and community
12. To perform other responsibilities as assigned by the principal.