

POSITION TITLE: Teacher – Department Head

QUALIFICATIONS: Postgraduate Professional License with an endorsement in the subject area and three to five years of successful experience as a teacher. Must have demonstrated excellence in instructional knowledge, skills and abilities and the ability to provide leadership, coordination and innovation in the assigned curricular area. Excellent oral and written communications, public relations and organizational skills are required. Must be able to provide leadership and management skills required to meet established goals and achieve objectives. Must have some experience in the supervision and management of teams or groups of teachers; development of curriculum and master schedules, development of budget and grant proposals. Comprehensive knowledge of secondary teaching techniques and strategies in your endorsement area is essential. Must have a comprehensive understanding of the knowledge, skills and processes as defined in the Virginia Standards of Learning (SOL). Must have an understanding of the skills and processes related to the secondary school academic programs to include the characteristics of secondary learners, program planning, coordination, consultation and staffing patterns. The ability to establish and maintain effective working relationships with program managers, specialists, school administration and staff, central office staff and other representatives of affiliated organizations is essential. Must have the ability to present reports and compose visually appealing presentations using multi-media technology.

PERFORMANCE EXPECTATIONS: Serves as a liaison between the principal and department members on instructional related matters. Conducts needs assessment and arranges for staff development and meetings on a scheduled basis. Monitors and evaluates the instructional program to ensure that curriculum requirements are being met and student academic progress and level of competencies are documented. Conducts classroom observations, conferences and provides input for the final evaluation of teachers in the department. Assists teachers with instructional planning and classroom management problems. Assists the instructional specialist with evaluating, developing and updating curriculum guides and supplements. Assists the school administrative staff in the selection, placement, orientation and training of new teachers in the department. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal

PAY SCHEDULE: Teacher Salary Schedule plus 5% supplement

LENGTH OF CONTRACT: 210 Days (10 months)

FLSA: Exempt