

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Department Chair/Team Leader – High School/Middle School

EMPLOYEE CATEGORY: Stipend

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited or approved institution;
2. Evidence of leadership, interpersonal, mentoring, communication and organization skills;
3. Participation in professional development; and
4. A valid Florida DOE teaching certificate.

REPORTS TO: Principal

JOB GOAL

To use leadership and administrative skills to promote the educational development of each student and such that student achievement is maximized.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates Instructional Leadership.
2. Maintains a school-wide climate and organization for learning [high expectations, cooperation, support, positive attitudes, etc.].
3. Works with ESE teachers in implementing the IEP goals for special education students to appropriately modify instruction, services, and expectations for students referred for special education placement.
4. Works with principal to develop schedules for teachers and students that will provide for the efficient operation of the school and result in a high level of learning for students.
5. Conducts Professional Learning Community meetings on a regular scheduled basis [as determined by principal].
6. Assists substitute teachers.
7. Supports professional development and regular collaboration among teachers, administrators, specialists, support staff and parents.
8. Utilizes a system for textbook inventory control and other instructional materials and supplies, i.e., manipulatives, iPads, etc... as required.
9. Keeps principal informed of the department/team activities and problems.
10. Demonstrates effective time management practices that accomplish the required volume of work.
11. Exhibits dependability in carrying out assigned responsibilities.
12. Participates in department/team meetings in a positive, helpful and resourceful way.
13. Works with District Office staff and other support personnel on school programs and goals related to instruction, professional development and student services.
14. Helps facilitate support for department members in the development of curriculum and instruction.
15. Provides support for new teachers.

16. Facilitates orientation for new teachers as to school/district processes and procedures.
17. Chairs regularly scheduled department meetings to include agenda and group memory/minutes.
18. Represents department/team's interest at Department Chair/Team Leader meetings and in helping to set agendas for collaboration, along with voting procedures for staff-wide decisions.
19. Serves as a communication liaison between department/team and administration.
20. Models effective instruction; assists in strengthening lesson plans, provides guidance on curriculum alignment.
21. Identifies and communicates effective instructional planning strategies.
22. Adheres to the Professional Code of Ethics adopted by the Florida Department of Education.
23. Performs other duties assigned by the principal to improve the effectiveness of the department/team.

PHYSICAL REQUIREMENTS: Light Work

Exerting 20 pounds or more of force occasionally and/or 10 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT: 10 Month – School Year

Stipend shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: Stipend