



# SUPPLEMENTAL

## DEPARTMENT CHAIR - HIGH SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Department Chair - High School   Middle School	<b>FLSA STATUS:</b>	Supplemental
<b>REPORTS TO:</b>	Principal	<b>PAY GRADE:</b>	SUP-01 (HS)   SUP-03 (MS)
<b>LOCATION:</b>	ACHS or Middle School	<b>ASSIGNMENT:</b>	One Year Appointment
<b>AVAILABLE:</b>	5 total	<b>JOB ID &amp; DATE:</b>	SUP-S01   October 2023

### JOB PURPOSE SUMMARY

A high school department chair is responsible for leading and managing a specific academic department within the school. They work in collaboration with school administrators, teachers, and other stakeholders to enhance the quality of education and ensure the department's success (Math, Science, English Language Arts, Social Studies, Fine Arts)

### REQUIREMENTS | SKILLS

#### Education Level | Licensure | Work Experience

Master Degree Preferred  
Three Years Successful teaching experience  
Strong leadership and interpersonal skills  
Knowledge of educational best practices and curriculum development  
Excellent organizational and communication skills.

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with teachers to design and update curriculum, ensuring it aligns with state standards, educational trends, and the school's goals aligned with assessment results; and monitor student performance and work with teachers to implement strategies for improving student outcomes.
- Provide guidance, mentorship, and support to department teachers, assisting with lesson planning, instructional strategies, and professional development.
- Assist in departmental class scheduling, ensuring appropriate course offerings and optimal allocation of resources.
- Ensure substitutes teachers have appropriate lesson plans, support and work available when a teacher is absent.
- Oversee the department's budget, making budgetary decisions related to resources, materials, and educational tools.
- Organize and facilitate professional development opportunities for department faculty to enhance teaching skills and stay updated with educational practices.
- Advocate for the department's needs and priorities within the school administration and at district-level meeting