Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School Department Chair**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, support the Professional Learning Community (PLC) effectiveness and growth on campus and support department needs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as liaison between School Administration and Department PLC to foster two-way communication to support PLC goals
- Facilitate professional teamwork and camaraderie within the Department/PLC
- Facilitate the sharing of information, including PLC Goals/Agendas/Minutes, with School Administration
- Advocate for PLC and Department needs with School Administration
- Oversee curriculum needs and present curriculum purchase requests to School Administration, including textbook order needs
- Oversee Department budget(s), including completing purchase orders for purchases using Department funds
- Provide input upon request by School Administration on PLC and Department master schedule preferences
- Attend and actively engage in site Leadership meetings (typically two times a month) where new ideas and initiative are discussed and school programmatic priorities are identified
- Attend PLC training and professional development sessions as appropriate
- Organize purchase of department awards, including pins and graduation gown honors/patches
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential/Pupil Personnel Services Credential required.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from accounting procedures and best practices.