



Department Chair

Job Description

2024-2025

Department Chairs are teacher leaders who are both part of their respective departments and also develop and lead strategic academic departmental initiatives. Chairs mentor faculty, are committed to their professional growth, and tend to the day-to-day management of their departments. They convene and lead department meetings, attend Department Chair meetings, and meet regularly with the Dean of Faculty, serving as liaisons between department members and the Academic Dean, the Head of School, the Director of Finance and Operations, and other members of the administrative staff. Chairs are their department members' primary point of contact, teaching at least 6 classes per academic year, with at least one course in every term.

DEPARTMENTAL LEADERSHIP

- Establishes annual departmental goals in conjunction with department members and the Dean of Faculty
- Defines standards for evaluating student achievement, including gathering data on assessments
- Coordinates with other department chairs and the Dean of Faculty to implement school-wide academic goals.
- Develops and communicates teacher expectations and standards of effective collaboration in the department.
- Involves the department in ongoing curriculum review of existing courses and introduction of new courses
- Stays abreast of research and best practices in teaching and learning, and maintains active participation in local and national associations
- Identifies resources and integrates tools, including technology, for accomplishing departmental goals
- Convenes and organizes agenda for regular departmental meetings
- Represents their department at school events, as needed
- Attends annual Department Chairs retreat, led by the Dean of Faculty

MENTORSHIP AND COACHING

- Oversees mentoring of teachers in the department
 - Meets regularly with teachers throughout the year.

- Works with new teachers to help them adjust to Urban's expectations, particularly with regard to the teaching schedule and expectations for student performance.
- Observes classes and provides feedback

FACULTY PROFESSIONAL GROWTH

- Participates in professional growth process
 - Supports teachers in their ongoing growth and development by reading annual goals and assists in identifying individual opportunities for professional development
- Observes classes
 - Forwards notes and observations to the Dean of Faculty
- Manages the department's student feedback forms
 - Leads the department in revising questions for student feedback forms
 - Leads the deployment and management/organization of feedback forms
 - Reviews forms to glean information for individual teachers and for the department as a whole

HIRING

- Reviews resumes, holds initial phone interviews as needed/requested
- With the Assistant to Head of School, organizes departmental interviews of finalist candidates
- Evaluates finalists with Dean of Faculty and Head of School

FACULTY STAFFING AND STUDENT PLACEMENT

- Participates in the creation of teacher schedules; works with department members, the Academic Dean and the Registrar to coordinate teaching assignments
- Organizes student placement assessments, as applicable
- Oversees course selection in consultation with teachers in the department and the advisor.

OPERATIONS

- Works with the Director of Finance and Operations to oversee budget and capital purchases.
- Manages the department budget
- Coordinates orders for books and supplies
- Assists with arrangement of substitutes as needed