

# SAN MATEO UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

JOB TITLE: Department Head

**REPORTS TO:** Principal **SITE:** District Schools

CLASSIFICATION: Certificated WORK YEAR: Teacher Work Calendar

**SALARY:** Certificated Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES:09/01/2016 EFFECTIVE DATE: 2016-17 School Year

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#### **JOB SUMMARY:**

A department head in the San Mateo Union High School District is a classroom teacher who has been delegated by the Principal and annually approved by the Board of Trustees to perform instructional leadership functions within a prescribed subject area department.

### **ESSENTIAL FUNCTIONS:**

- Provide leadership within the department/school in curriculum and instruction.
- Manage department resources such as materials, supplies, books, and equipment.
- Attend and serve on District subject matter councils, Instruction Council, articulation committees and other District committee meetings as appropriate.
- Develop and implement professional development activities for department members.
- Assist teachers new to the profession in developing teaching proficiency.
- Communicate to department members, appropriate information.
- Engage in regular peer observations with each department member and communicate feedback as appropriate.
- Facilitate sharing of student performance data and dialogue in order to ensure continuous improvement.
- Provide opportunities for the exchange of ideas regarding methods and resources within department.
- Recommend to Principal the scheduling of classes and the assignment of personnel in department.
- Establish annually, in consultation with the Principal, departmental instructional goals.
- Assist the Principal in screening, selection, and orientation of personnel in their department at the Principal's discretion.
- Act as an instructional leader in the areas curriculum, pedagogy, assessment, and the implementation of instructional technology.
- Cooperate with elementary schools and colleges toward the development of an articulated instructional program.
- Coordinate textbook evaluation studies within the department.
- Represent department in the formulation of school policy related to subject area.
- Work with Assistant Principal in the development of the department budget and assume responsibility for administering it.
- Complete all department reports and surveys.

- Receive and distribute department correspondence.
- Plan and conduct department meetings.
- Participate in school level department meetings.
- Collaborate with guidance department in the placement and assignment of students to subject sections.
- Other related job duties as assigned.

## **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

## **OUALIFICATIONS:**

## **Education/Training Experience**

- Valid and appropriate secondary teaching credential
- Minimum college degree to satisfy credential requirements.
- Current EL Authorization.
- Meets Highly Qualified Teacher status.
- Extensive teaching experience in the subject field preferred.

#### **Evaluation:**

Annually by principal or designee.

## PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

## OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Willingness and ability to travel to various sites.
- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

## **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

## **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our Nondiscrimination in Employment policy.

Equity Flyer BP0415.1 Racial Equity AR0415.1 Racial Equity

#### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.