

SEDALIA SCHOOL DISTRICT #200

Job Title: Department Chair

Job Overview

- Salary determined by Central Office Staff
- Employed for a period of one school year term
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator/Director of Curriculum Instruction & Assessment

Qualifications

- Bachelor's Degree
- Hold advanced educational preparation in their subject matter preferred and/or specialized skill training
- Teacher Certification by the State of Missouri
- Understanding of education and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed the term of the school year with extra duty contract (not covered by tenure provisions)
- Spend the necessary time required to fulfill the duties of the position
- Participant in the activities of professional organizations and meetings with administrative approval
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Liaison between department and Director of Curriculum, Instruction and Assessment
- Schedule and conduct department meetings to carry out work as needed
- Meet with Director of Curriculum, Instruction and Assessment and be accountable for follow through and feedback
- Promote the department and its activities to the Communications Director
- Represent the department on district committees as needed
- Coordinate attendance at professional meetings and workshops for all members of the department. Attend professional development as required/requested by the building principal to aid in department implementation. This may include after school or summer work.
- Assist in the orientation of new teaches in the department
- Work with administrators, coordinators and department members to research and implement new teaching materials, techniques, strategies, etc.
- Assist administrators, coordinators and department members in the selection and replacement of textbooks
- Assist administrators, coordinators and department members in the writing and implementation of curriculum
- Supervise curriculum coordination within the department, hold each person accountable for completing tasks as asked
- Submit repair and replacement requests for furniture, equipment and supplies for department members as requested by Principal

- Assist the guidance department and administrators in developing the annual "Program of Studies"
- Remain informed on developments and innovations in subject matter
- Provide a professional example and educational leadership with professional development and other opportunities as well
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Administrator and/or the Director of Curriculum, Instruction & Assessment

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.