



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Department Chairperson

(Rev. 12/17/2012, Rev. 4/15/2013, Rev. 5/20/2014, Rev. 04/28/2016)

Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Teaching Certificate
3. Hold appropriate endorsements

Reports To:

Chief Academic Officer and/or Instructional Supervisor

Job Goal:

To promote the assigned school and department philosophies and provide leadership through planning, coordinating and evaluating of the associated program, curriculum, and specific department needs

Performance Responsibilities:

1. Instruction

- a. Serve as a department leader through participation in professional learning activities and turnkey trainings.
- b. Provide leadership in establishing department and PLT goals for the year.
- c. Analyze student performance in related department(s) and provide recommendations for improvement to instructional supervisor.
- d. Analyze student benchmark data and provide instruction/program recommendations to instructional supervisor.
- e. Provide relevant resources and articles to departments to support instructional discussions.

2. Curriculum

- a. Facilitate the integration of course content and skills with designated state standards, indicators and activities.
- b. Assist in the adoption of curriculum resources that are consistent with the district's curriculum; overseeing the textbook ordering and inventory for the department.
- c. Assist in identifying the curriculum needs of the faculty.
- d. Provide inventory data for department in relation to textbooks, novels, resources, etc.
- e. Serve as a curricular leader by staying informed of relevant curricular district, school, and department initiatives.

3. Organization

- a. Coordinate communication and planning among professional learning teams and provide reports to instructional supervisor
- b. Devise monthly calendar of enrichment offerings for students during the to support the S.M.A.R.T. schedule at the high school
- c. Facilitate department meetings and provide report to instructional supervisor
- d. Create yearly department budget.



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- e. Disseminate curricular and professional development information to the department.
- f. Assist instructional supervisor in maintaining department website.
- g. Demonstrates leadership and support of the educational/administrative philosophies of the school and district.
- h. Communicate district, school, and departmental initiatives and successes through planning and participation in community presentations (i.e. Curriculum & Program Night, etc.)
- i. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30
Job Family	Schedule:B, Class: C
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A