

JOB TITLE: DEPARTMENT HEAD

QUALIFICATIONS: 1. Knowledge of subject matter.
2. Certified teacher.
3. Leadership ability.
4. Ability to work with people.

REPORTS TO: Building Principal

SUPERVISES: Assists principal in carrying out instructional program within the department.

JOB GOAL: To lead and inspire members of the department to do the most effective job of teaching possible and to work with the principal in maintaining the best learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Teaches assigned classes and performs the teaching job according to the established job description for a teacher.
2. Disseminates information received from building administration.
3. Provides leadership in the development and implementation of curriculum.
4. Works with the administration to develop priorities for academic improvement.
5. Provide leadership in the analysis of data and the development of strategies for academic achievement.
6. Assist in the development of a master schedule.
7. Acts as a liaison between the administration and the staff to ensure effective communication.
8. Assists in the retention of textbooks and classroom materials.
9. Assist the administration in ordering supplies and equipment.
10. Maintain inventory of supplies and equipment.
11. Attends all meetings called by the administration.
12. Coordinates and schedules meetings, agendas, and provides a summary of meetings to administration.
13. Performs other duties as assigned by building administration.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:_____ Date:_____
(Department Head)

Signed:_____ Date:_____
(Principal)