ELEMENTARY DEPARTMENT CHAIR WITH AN ASSISTANT PRINCIPAL

DEFINITION:

Under direct supervision of the school principal or designee, the Elementary Department Chair is a unique position that provides support to his or her school site to improve professional inquiry and engage all members in a deep focus on student learning and to support the success of the overall school program. This position is evaluated annually and has a two-year cycle. Individuals holding this role may reapply upon the completion of their cycle.

QUALIFICATIONS:

Any combination of education and/or experience that provides the required Knowledge, skills and abilities to perform the essential function of the position. Additional experience, as outline below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Experience:

- Minimum of two (2) years of credentialed experience preferred; district tenure status required.

Education:

- An advanced degree is desirable

Other:

- Valid California Teaching Credential in the subject/field appropriate for the division

DISTINGUISHING CHARACTERISTICS:

The unique role of the Elementary Department Chair is critical to the overall educational program and requires a deep understanding of the learning community process, leadership skills, organization, as well as the ability to effectively communicate and collaborate with staff and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- In collaboration with team members, facilitates the development and refinement of school norms and collective commitments, including acclimation of new teachers to the school culture.
- Serves as a resource to the administration and school leadership team in creating a culture of continuous learning and improvement.
- Participates in the examination of student data and the implementation of any changes necessary to increase student achievement.
- Provides input on school needs for professional development.
- Gathers information and coordinates efforts to inventory and pass out materials and equipment as needed by the administration, including specialty programs.
- Assists in the preparation of furniture and equipment lists when necessary and assists with textbook inventory, including the Williams Audit.
- Attends regularly scheduled guiding coalition meetings and helps disseminate information to teachers.
- Assists with articulation efforts between key grade levels teams when asked by administration.
- Upon request, assists with end-of-year check out for staff.
  Upon request, assists the administration in interviewing and recommending new teachers for the school.
- Upon request, acts as a Teacher in Charge when administration is not present on campus (both Assistant Principal and Principal are off campus).
- May assist with safety needs for the school before and/or after school.
- Be a part of the Site Safety Team and attend all meetings with this team.

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- Attending all mandatory professional development days are inclusive of calendar days in the attached salary schedule key.

SKILLS AND KNOWLEDGE:

- Strong organizational, communication and interpersonal skills.
- Ability to be discreet and always maintain confidentiality.
- Ability to build relationships, establish rapport, and build trust among team members.
- Understands the importance of being a positive role model.
- Understands the importance of shared decision making and leadership.
- Ability to adjust to new conditions and demonstrate flexibility in thinking with tasks, responsibilities, and people.
- Ability to collaborate with others as part of a team to accomplish a goal or task.
- Demonstrates honesty and high ethical standards.
- Ability to generate creative solutions to work situations, organizational problems, and opportunities
- Ability to productively solve problems and handle difficult and challenging situations

PHYSICAL REQUIREMENTS:

Physical abilities: include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.