



Position Description

Position: Department Chair

Reports to: Assistant Head of School for Academics

Department: Faculty

Direct Reports: N/A

FLSA Status: Exempt

FTE: Full-Time Regular, Academic Year + two weeks (one week 1 before and one week after closing meetings)

Who We Are:

University Prep (UPrep) is a 6–12 independent school in northeast Seattle, WA, one of the country's most dynamic cities. We offer an intellectually rich education that fosters deep inquiry and critical thinking that is powered by student engagement. Our students graduate prepared for college and life. UPrep is a strong and vibrant community of students, families, faculty, staff, and alumni that joins together to support our students in becoming caring and productive adults. UPrep is a place where all students and families have equitable access to all the school has to offer, and we aspire for all community members to feel like they belong. Diversity, equity, and inclusion are embodied in all facets of our school culture. We believe that our shared values of integrity, respect, and responsibility are essential to accomplish our mission to develop each student's potential to become an intellectually courageous, socially responsible citizen of the world.

Job Summary:

Under minimal supervision, the Department Chair provides leadership for their department and performs diverse administrative functions that promote the successful day-to-day operation of their departments and the school. The chair's role as both faculty member and administrator serves to further mutual understanding of complex issues.

Specific Responsibilities:

Curricular and Programmatic Leadership

- Assess the scope and sequence of your department's curriculum and identify opportunities to amplify and extend opportunities for all students
- The chair serves as a leader in curriculum and pedagogy in his or her respective department
- Collaborate with the Division Directors and department faculty to oversee the evolution and alignment of the curriculum, consistent with UPrep's mission
- Collaborate with other department chairs and with Division Directors to design, coordinate and integrate course content and offerings
- The chair facilitates department meetings that promote meaningful conversation about teaching and learning
- Ensure teachers in the department working on their teaching practices in light of the Characteristics of Good Teaching
- Serve as a member of the Instructional Leadership Team and the Academic Council
- Collaborates with the Division Director in preparing and monitoring the departmental budget

Faculty Support and Evaluation

- Assist Division Directors with formal evaluations of department members (observations twice annually)
- Assist Division Directors with informal evaluations of department members (observations twice annually)
- Evaluate student feedback and review feedback with teachers
- Collaborate with the members of the department and Division Director(s) in designing the teacher's ITIP
- Collaborate with Division Directors to envision and support professional development for faculty so that each teacher can effectively implement a wide range of best-practice instructional and assessment strategies

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Collaborate with the Division Directors, assesses staffing needs (hiring, recruiting, and retaining), and distribute teaching assignments
- Coordinate with Admissions to staff annual Open House sessions
- Assist with book selection for your department
- Assist with new faculty orientation
- Keeps communication lines open and active within the department and between the department and the Assistant Head of School for Academics and/or the Division Directors
- Oversees consistency of student proficiency placement into courses
- Collaborates with the Division Director's Office in substitute class coverage when teachers are absent
- Performs other duties as assigned

Teaching and Advising

- Teaches two sections
- Because we are actively involved with our student's academic, social and emotional development, acts as personal advisor to 8-10 students and chaperones dances and one outdoor overnight
- Vigorously engages in their own professional advancement; is a life-long learner who enhances their skills, using state-of-the-art technologies to maintain high standards of performance
- Establishes and cultivates community relations by maintaining open and candid dialogue with all the school's constituencies
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities

Required Education & Experience:

The ideal candidate will have experience teaching in multiple divisions, deep emotional intelligence, and a passion for sharing best practice pedagogy in the field

- Bachelor's degree from a four-year college or university required
- Advanced degree in education or the subject area preferred
- Teaching certification preferred
- Minimum of 5 years prior experience in public and or independent schools, with a strong background in curriculum and instruction

Required Knowledge, Skills & Abilities:

- Articulates an authentic commitment to diversity and holds others accountable for the same
- Promotes an inclusive environment that values, encourages, and supports differences
- Outstanding leadership skills
- Exceptionally capable in both written and oral communication
- Excellent organizational and presentation skills
- Proven success working collaboratively in educational leadership
- Flexibility and adaptability to meet the needs of the students and program
- Ability to work with students from diverse backgrounds
- Ability to create an active learning environment that supports understanding, passion and creativity in students
- Ability to prepare lessons to appeal to a variety of learning styles, needs and accommodations
- Ability to use formative assessments and strategies in the classroom
- Deep interest in being part of a community as a colleague and grade-level team member
- Educational leadership experience (team leader, department head, grade-level coordinator) preferred
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Commitment to diversity, equity, inclusion, and belonging

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- Ability to maintain confidential information
- Flexibility, maturity, and a sense of humor
- Ability to work efficiently in a Microsoft Windows or Mac environment using Office, master common automated systems for record keeping, and learn new technology

Compensation & Benefits:

Salary range is \$64,157 - \$116,644 based on education and years of experience and an additional \$10,000 Department Chair stipend. UPrep offers a comprehensive and generous benefits package intended to support and promote the health and well-being, work/life balance, and financial security of our faculty, staff, and their families. Benefits are listed on our [careers page](#) and include: Medical, Dental, and Vision Insurance, Employer-Seeded Health Savings Account or Health Reimbursement Account, Flexible Spending Accounts, Employer-Paid Long-Term Disability Insurance, Employee Assistance Program, Employer-Paid Life Insurance, Voluntary Life Insurance, 401(k) Retirement Savings Plan with employer contribution and match after one year of service, Paid Time Off, Paid Parental Leave after one year of service, and Professional Development opportunities.

Complete our online employment application and upload your résumé and a cover letter telling us why you are interested in and qualified for this position.

Position open until filled. No phone calls or drop-ins please.

University Prep does not discriminate on the basis of race, color, caste, national or ethnic origin, religion, creed, age, gender, marital status, sexual orientation, gender identity, veteran's status, disability, use of a trained service animal, or any other characteristic protected by federal, state, or local laws. This policy applies to admissions and administration of all its programs, as well as to all areas of employment.

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