



DEPARTMENT ASSISTANT CHAIRPERSON JOB DESCRIPTION

JOB INFORMATION

TITLE:	Department Assistant Chairperson	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 202
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	10/30/2017	Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO:

1. The Department Assistant Chairperson is responsible to the Director of Curriculum and Instruction for instructional materials and curriculum planning.
2. The Department Assistant Chairperson reports to the Building Principal for responsibilities in the appropriate building.

The Department Assistant Chairperson will assume this responsibility for a two-year term. At the conclusion of the two-year term, the position will be re-opened for interested individuals to apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership for their respective department including, but not limited to leadership through department meetings, curriculum writing, and professional learning.

QUALIFICATIONS

The Department Assistant Chairperson shall:

- a. Preferably possess an Instructional II certificate as validated by the Pennsylvania Department of Education.
- b. Preferably possess a Master's Degree in his/her primary area of instruction and a Supervisory I certificate.
- c. Preferably a minimum of five (5) years teaching experience.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Curriculum and Course Content.
- b. Equipment, Materials and Supplies.
- c. Serve on appropriate elementary curriculum committee: Language Arts, Social Studies, Mathematics, or Science.
- d. Content area department assistant chairs assist with the direction of 6-12 department activities: English, Social Studies, Mathematics, and Science.

PERSONNEL RESPONSIBILITIES

- a. Conduct department walkthroughs to collect data on curricular pacing, instructional practices, and departmental goals at least once in each classroom per marking period. Information gathered will be used for the purpose of departmental collaboration.
- b. When possible, assist in interviewing applicants for teaching positions.
- c. Conduct monthly department meetings (when chairperson is in another building) and submit the minutes to the Assistant Superintendent and/or Director of Curriculum and Instruction, principal, and department chairperson each month.
- d. Orient staff members of the department to the methods of operation for the department and the school, (when in a building other than the chairperson) including the location of available supplies, resources, technology, and all other materials and equipment related to their subject.
- e. Keep the Assistant Superintendent and/or Director of Curriculum, Instruction, Educational Technology and the Building Principal informed of the progress made by the department as well as developments or concerns which arise in the department.

ASSOCIATED RESPONSIBILITIES

- a. Prior to the development of the annual district budget, determine the needs of the teachers in their department (when department chair is in another building). This shall be performed through the budget process. The completed forms shall be reviewed by the building principal. The Director of Curriculum and Instruction will review and summarize the request forms for presentation to the Superintendent.
- b. Assist with the completion of requisitions in the appropriate databases within the timeframe established by the business department.
- c. In coordination with the administration, develop, implement, and monitor assessment methods consistent with appropriate educational practices.
- d. Be responsible for inventories and requisitions of textbooks, workbooks, and other equipment applicable to the department.
- e. Be responsible for the distribution of textbooks, workbooks, supplies, etc., to members of the department.
- f. Be responsible for recommending the disposal of obsolete books and materials to the Director of Curriculum, Instruction and Educational Technology.

CURRICULUM/INSTRUCTION RESPONSIBILITIES:

- a. Be responsible, in conjunction with the Assistant Superintendent and/or Director of Curriculum and Instruction and Department Chairperson for the development of planned courses for the department. No course shall be recommended to the Board of Education for approval without the completed planned course. Revision of planned courses should be made at least every seven years.

Department Assistant Chairperson

- b. In the month of September, schedule suitable dates for monthly departmental meetings. A schedule of meetings shall be filed with the Superintendent, Assistant Superintendent, Director of Curriculum and Instruction, and the respective building principal. The department chairperson will provide a meeting agenda to the building principal, Director of Curriculum and Instruction and department members prior to the meeting. After the meeting the department chair will provide notes from the meeting to the building principal, Director of Curriculum and Instruction, Superintendent, Assistant Superintendent and members of the department. The notes should also include a listing of members in attendance at the meeting. The Department Chairperson shall preside as chairperson at all department meetings.
- c. Be knowledgeable of matters relating to the particular subject field or assigned area.
- d. Share with the members of the department educational technology resources, free materials, professional development, workbooks, pamphlets, etc., which are related to the subject.
- e. Assist with the selection of new textbooks. Department approval will be determined by the department chairperson. Final approval will then be submitted to the Assistant Superintendent or the Director of Curriculum and Instruction.
- f. Encourage content-area reading instruction by all members of the department.
- g. Serve on the Secondary Curriculum Committee and, in this capacity, work with the Assistant Superintendent, Director of Curriculum and Instruction, Building Principals, and the Superintendent in upgrading the District's programs and instruction.

MISCELLANEOUS RESPONSIBILITIES:

- a. Coordinate the work of the department with activities of other departments in the School;
- b. Assist, along with members of the department, with periodic review of the secondary school programs;
- c. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.

Department Assistant Chairperson

- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.