



JOB INFORMATION

TITLE:	Department Chairperson	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 201
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 Chairperson is responsible to the Director of Curriculum and Instruction for instructional materials and curriculum planning.
2. The Department Chairperson reports to the Building Principal for responsibilities in the appropriate building.

The Department 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

- 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 and secondary curriculum committees: Language Arts, Social Studies, Mathematics, or Science.
- d. Content area department chairs direct 6-12 department activities: English, Social Studies, Mathematics, Science, Business Education, Foreign Language, and Technology Education / Agriculture. Special area department chairs direct K-12 department activities: Art, Music, Physical Education / Health, Library, Counseling, Special Education, and Nursing.

PERSONNEL RESPONSIBILITIES

- a. Complete district assigned curriculum interviews, reflecting curriculum guidelines, departmental instructional practices, and departmental goals at least one time per semester.
- b. When possible, assist in interviewing applicants for teaching positions.
- c. The department chair, in conjunction with the building leadership team, will be knowledgeable of department and school data to identify a common instructional goal for the department for each semester. This goal will be completed at the beginning of each semester and submitted to building principal and Director of Curriculum, and Instruction.
- d. Conduct monthly department meetings and submit the minutes to the Director of Curriculum and Instruction each month.
- e. Properly orient staff members of the department and assistant department chairperson to the methods of operation for the department and the school, including the location of available supplies, resources, audiovisual aids, and all other materials and equipment related to their subject.
- f. 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 all teachers in their departments. This activity shall be performed through the budget process, facilitated by the Director of Curriculum and Instruction and/or the building principal. 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. Complete requisitions in the appropriate databases within the timeframe established by the business department.
- c. Review requests for conferences, workshops, etc., prior to referral to the administrators for approval.
- d. In coordination with the administration, develop, implement, and monitor assessment methods consistent with appropriate educational practices.
- e. Be responsible for inventories and requisitions of textbooks, workbooks, and other equipment applicable to the department.
- f. Be responsible for the distribution of textbooks, workbooks, supplies, etc., to members of the department.
- g. Be responsible for recommending the disposal of obsolete books and materials to the Director of Curriculum, Instruction and Educational Technology.

CURRICULUM/INSTRUCTION RESPONSIBILITIES

Department Chairperson

- a. Be responsible, in conjunction with the Assistant Superintendent and/or Director of Curriculum and Instruction 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 in accordance with the District's curriculum revision cycle.
- 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. Review, along with members of the department, new textbooks where there is a necessity for a change. It shall be the Department Chairperson's responsibility to notify the Assistant Superintendent or the Director of Curriculum and Instruction of the needed change, receive samples, see that the samples are available to the department members, and shall, in cooperation with the members of the department, evaluate and recommend a selection. When the department makes their selection and is prepared to recommend textbooks for adoption, the department chair must forward a memo recommending the selection with the textbook evaluation forms attached.
- f. Conduct department walkthroughs to collect data on curricular pacing, instructional practices, and departmental goals at least once in each classroom per marking period.
- g. Encourage content-area reading instruction by all members of the department.
- h. 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.
- 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.

Department Chairperson

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.