



Fremont Union High School District

Position: Department Lead

Department/Site:	FUHSD	Compensation:	Release or Stipend based on dept size
Reports to/ Evaluated by:	Site Principal or Assistant Principal		

Summary of Basic Functions & Responsibilities

Department Leads (DLs), like all teachers, contribute to the development of a guaranteed and viable curriculum for the courses they teach by participating in collaborative decision-making and action to answer these essential questions:

- What do we want all students to know and be able to do?
- How will we know if they learn it?
- How will we respond when some students do not learn?
- How will we extend the learning for students who are already proficient?

Department Leads also continuously build their instructional repertoire and effectiveness in designing and carrying out lessons that result in improved student learning for all students. DLs will provide Course Leads with data to illustrate student performance strengths and weaknesses and facilitate the setting of annual department goals as well as work with Course Leads to ensure that all teams have annual goals and plans designed to result in changes in curriculum and practice that improve student performance. DLs provide coaching and support to Course Leads (and participants) as necessary, and track progress of Course Teams to identify issues of misalignment or “holes” in vertical alignment of sequential courses. Department Leads will collaborate with site administrators on course selection and scheduling and assist teachers to procure the instructional materials they need. DLs will also meet with Curriculum and Instruction Dept. Leads from other schools to learn together about leading curriculum development and instructional improvement efforts.

Leadership qualities:

- Effective written and verbal communicator, team builder, mediator, and facilitator
- Models exemplary organizational skills
- Understands the value of school goals and culture
- Trusted by colleagues as a reflective practitioner and a go-to resource
- Demonstrates a strong understanding of the relevant standards for the subject
- Holds the mindset that all students can learn at high levels
- Actively seeks out and listens to diverse voices within the department and uses feedback from the department to guide next steps on departmental goals

Department Lead Job Description

Approved by FUHSD School Board on 03-24-2026

Essential Duties & Responsibilities:

- Develop effective meeting agendas for meaningful department meetings that address department goals, vertical alignment, and/or provide professional development opportunities in the service of student learning.
- Support Team Leads, perhaps by holding meetings once a semester with all Team Leads to address concerns.
- Facilitate development of department curriculum to amplify diverse voices within the curriculum.
- Engage the department in developing effective instructional practices that improve student performance.
- As appropriate, provide resources and support to teams, Team Leads, and/or individual teachers in the service of assisting teams engaging in cycles of inquiry.
- Be aware of social identities and issues of power imbalance and inequity. When necessary, address interpersonal relationship challenges with the support of the administrative liaison.
- Engage in leadership development, perhaps by participating in Courageous Leaders, Coaching Skills for Leaders, and/or other leadership training.
- Serve as a liaison between administration, the Instructional Leadership Team, other DLs across the district, and the department by providing open communication and summarizing meetings/decisions.
- Collaborate with the administrator in charge of budgeting to establish and maintain a budget, make decisions to meet the department's short and long-term needs, and procure materials through proper channels.
- Collaborate with the scheduling administrator throughout course selection and develop a fair schedule for department members.
- For LRSs, English, Math, Science, World Language and Social Science: Meet with Department Leads from other schools to learn together about leading curriculum development and instructional improvement efforts.

Qualifications

- Valid California Single Subject Teaching credential in the appropriate department
- Must be a current 1.0 FTE with the Fremont Union High School District

Working Conditions:

- Environment: Indoor, classroom setting. Work is performed in a classroom with continuing disruptions and distractions requiring pausing and restarting often to work with students and other staff members
- As well as work performed in department, site, and district meetings

Physical Abilities:

- Must be able to work in an active classroom setting as well as professional business environment for meetings and professional development

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