



Job Title: High School Math Department Chair (Supplemental Position)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

Job Summary:

- Serves as a teacher leader responsible for strengthening instructional coherence across the mathematics program and facilitating Professional Learning Communities (PLCs) focused on conceptual understanding, procedural fluency, and problem-solving.
- Ensures curriculum alignment to state and district expectations while advancing schoolwide priorities, including academic rigor and college and career readiness.
- Provides department leadership through positive and productive collaboration aligned to the principal's vision, builds teacher capacity in effective mathematics instruction, supports data-informed decision-making, and ensures students are prepared for success in advanced coursework, graduation requirements, and postsecondary opportunities.

Essential Duties:

Instructional Leadership PLC Facilitation

1. Lead math PLCs focused on strengthening instruction in conceptual understanding, mathematical reasoning, and problem-solving.
2. Facilitate collaborative planning around curriculum pacing, common assessments, and rigorous instructional strategies.
3. Lead monthly school-based department meetings to advance instructional priorities and department goals.
4. Attend monthly district lead teacher meetings and ensure clear communication and implementation of district initiatives.
5. Ensure curriculum alignment to state standards and district expectations, including vertical and horizontal alignment across courses.
6. Promote instructional practices that support mathematical discourse, productive struggle, and real-world application.

Content Expertise Instructional Support

1. Serve as the math content expert and instructional resource for the department.
2. Support implementation of district curriculum, instructional frameworks, and best practices in

mathematics instruction.

3. Promote rigorous instruction that prepares students for advanced coursework, dual enrollment, and STEM pathways.
4. Model effective instructional strategies such as problem-based learning, use of manipulatives, and mathematical discourse.
5. Identify instructional gaps and support targeted improvements.
6. Provide coaching, modeling, and feedback to new and at-risk teachers.

Data-Informed Improvement

1. Support teachers in analyzing student data (benchmarks, common assessments, end-of-course exams) to inform instruction and intervention strategies.
2. Lead analysis of student performance data, including EOC results, pass rates, and graduation indicators.
3. Monitor progress toward department and school goals related to math achievement.
4. Promote consistent grading and assessment practices across the department when appropriate.

Collaboration Communication

1. Provide department leadership that fosters a collaborative culture focused on continuous improvement and high expectations.
2. Serve as a liaison between school administration and the math department, ensuring clear two-way communication.
3. Collaborate with instructional coaches, MTSS leads, counselors, and CTE staff to support student success and pathway alignment.
4. Provide orientation and ongoing support for new and current department staff regarding curriculum, instruction, and expectations.

Student Readiness School Culture

1. Support efforts to ensure students are prepared for advanced mathematics coursework, graduation, and postsecondary pathways.
2. Encourage student participation in advanced coursework (Honors, AP, dual enrollment) and STEM-related opportunities.
3. Reinforce high expectations for student engagement, persistence, and mathematical thinking.

School Operations Resource Management

1. Assist with supervision duties as assigned by the principal.
2. Support a safe, orderly, and focused learning environment.
3. Maintain inventory of calculators and math manipulatives, ensuring availability and proper use of instructional resources.
4. Monitor and manage the department budget, aligning expenditures to instructional priorities and school goals.
5. Model professionalism and adherence to district policies, procedures, and safety expectations.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, including monthly district lead teacher meetings and school-based department meetings.

3. Collaborate closely with administration to align math department work with school improvement goals.
4. Uphold district policies, school procedures, and professional standards.
5. Perform additional related duties as assigned by the principal in support of instructional improvement and student success.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment

The work environment characteristics described here 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 the essential functions.

Supplement Amount: \$2,000.00

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

