



Job Title: High School English Language Arts (ELA) 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 literacy instruction, ensuring coherence across the English Language Arts curriculum, and facilitating Professional Learning Communities (PLCs) focused on reading, writing, speaking, and critical thinking.
- Ensures curriculum alignment to state and district expectations while advancing schoolwide priorities, including #RiseWithReading, 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 literacy instruction, supports data-informed decision-making, and ensures students are prepared for success in advanced coursework, graduation, and postsecondary opportunities.

Essential Duties

Instructional Leadership & PLC Facilitation

1. Lead ELA PLCs focused on strengthening instruction in reading comprehension, writing, text analysis, and academic discourse.
2. Facilitate collaborative planning around curriculum pacing, shared texts, writing tasks, and common assessments.
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 grade levels.
6. Lead implementation of #RiseWithReading, including vocabulary development, close reading, and evidence-based writing strategies.

Content Expertise & Instructional Support

1. Serve as the ELA content expert and instructional resource for the department.
2. Support high-quality instruction in literary and informational text analysis, argumentative and analytical writing, and research skills.

3. Model effective instructional strategies, including close reading, text-dependent questioning, writing workshops, and academic discussion.
4. Identify instructional gaps in reading and writing and support targeted improvements.
5. Provide coaching, modeling, and feedback to new and at-risk teachers.

Data-Informed Improvement

1. Support teachers in analyzing student data (benchmarks, writing samples, EOC assessments) to inform instruction and intervention strategies.
2. Lead analysis of student performance data, including EOC results, writing proficiency, pass rates, and graduation indicators.
3. Monitor progress toward literacy and achievement goals and adjust supports accordingly.
4. Promote consistent grading practices, including the use of shared writing rubrics and expectations.

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 ELA department, ensuring clear two-way communication.
3. Collaborate with instructional coaches, MTSS leads, counselors, and CTE staff to support literacy across content areas.
4. Provide orientation and ongoing support for new and current department staff regarding curriculum, instruction, and expectations.

Student Readiness and School Culture

1. Support efforts to ensure students are prepared for college-level reading and writing, workplace communication, and postsecondary success.
2. Encourage student participation in advanced coursework (Honors, AP, dual enrollment) and literacy-rich extracurricular opportunities.
3. Reinforce high expectations for student engagement, reading stamina, writing quality, and academic ownership.

School Operations and 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 department novels and instructional resources, ensuring access to high-quality, standards-aligned texts.
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 ELA 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.

