



Job Title: High School Non-Core Department Chair (Supplemental Position)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year 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 supporting instructional quality, student engagement, and program coherence across non-core content areas, including fine arts, career and technical education (CTE), physical education, world languages, and other elective courses.
- Ensures curriculum alignment to state and district expectations while advancing schoolwide priorities, including student achievement, engagement, and college and career readiness.
- Provides positive and productive leadership aligned to the principal's vision, supports teacher development, and promotes meaningful learning experiences that connect academic skills to real-world applications.

Essential Duties

Instructional Leadership and Program Support

1. Provide academic and instructional support across non-core content areas (e.g., Fine Arts, CTE, PE, World Languages).
2. Ensure curriculum alignment to state standards and district expectations across all represented programs.
3. Design and implement enrichment and intervention opportunities to support student growth and engagement.
4. Promote instructional practices that reinforce literacy, numeracy, and cross-curricular skills in non-core classrooms.
5. Collaborate with core content teachers to strengthen interdisciplinary connections and student learning.
6. Promote student engagement and achievement through relevant, high-interest instruction across non-core areas.

Leadership, Communication and Teacher Support

1. Provide department leadership that fosters collaboration, innovation, and continuous improvement.
2. Demonstrate positive and productive leadership aligned to the principal's vision.
3. Attend monthly district lead teacher meetings (where applicable) and ensure communication of district initiatives.
4. Serve as a liaison between school administration and non-core staff, ensuring clear two-way communication.

5. Provide orientation and in-service training for new and current department personnel, including expectations, curriculum, and instructional practices.
6. Provide coaching, modeling, and feedback to support new and at-risk teachers.

Student Experience and Program Development

1. Support opportunities for student participation in performances, exhibitions, competitions, certifications, and other program-related experiences.
2. Encourage student involvement, leadership, and connection within non-core programs.
3. Promote inclusive practices that ensure access and engagement for all students.

Operations, Budget and Resource Management

1. Maintain inventory and monitor the department budget, ensuring alignment with program needs and school priorities.
2. Ensure appropriate use, care, and organization of equipment, materials, and program resources.
3. Support compliance with district procedures related to purchasing, budgeting, and resource management.

Department-Specific Responsibilities (as applicable)

1. Career and Technical Education (CTE):
 - a. Integrate real-world applications and career connections into instruction.
 - b. Support preparation for industry certifications, internships, and career pathway experiences.
2. Fine Arts / CTE:
 - a. Support student preparation for competitions, performances, exhibitions, and showcases.
3. School Counseling (Guidance):
 - a. Serve as the district contact and attend required district meetings to ensure alignment with district counseling initiatives and expectations.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, including district and school-based department meetings.
3. Collaborate closely with administration to align 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 school 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: \$1,500

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.

