



**Job Title:** High School Science Department Chair (Supplemental Assignment)

**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 strengthening instructional coherence across the science program and facilitating Professional Learning Communities (PLCs) focused on scientific inquiry, content knowledge, and real-world application.
- 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 science instruction, supports data-informed decision-making, and ensures students are prepared for success in advanced coursework, graduation requirements, and postsecondary STEM opportunities.

**Essential Duties**

**Instructional Leadership and PLC Facilitation**

1. Lead science PLCs focused on strengthening instruction in scientific inquiry, analysis, and application of content knowledge.
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 communication and implementation of district initiatives.
5. Ensure curriculum is aligned to state standards and district expectations, including vertical and horizontal alignment across courses.
6. Support teachers in analyzing student data (benchmarks, lab performance, end-of-course assessments) to inform instruction and interventions.
7. Promote instructional practices that emphasize hands-on learning, lab experiences, and real-world application.

**Content Expertise and Instructional Support**

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

instruction.

3. Promote rigorous instruction that prepares students for advanced coursework, dual enrollment, and STEM pathways.
4. Model or support effective instructional strategies such as inquiry-based learning, lab investigations, and scientific 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 development and implementation of common assessments aligned to standards and end-of-course expectations.
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 science achievement.
4. Promote consistent grading and assessment practices across the department when appropriate.

### **Collaboration and 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 science department, ensuring clear two-way communication.
3. Provide orientation and in-service training for new and current department personnel, including curriculum, instructional practices, and expectations.
4. Support onboarding and mentoring of teachers to strengthen instructional effectiveness and retention.
5. Collaborate with instructional coaches, MTSS leads, counselors, and CTE staff to support student success and STEM pathway alignment.
6. Demonstrate positive and productive leadership aligned to the principal's vision.

### **Student Readiness and School Culture**

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

### **School Operations, Safety and Resource Management**

1. Assist with supervision duties as assigned by the principal.
2. Support a safe, orderly, and focused learning environment.
3. Serve as the department's Chemical Hygiene Officer, ensuring compliance with safety regulations, chemical storage, handling, and disposal procedures.
4. Maintain inventory of microscopes and laboratory equipment, ensuring proper use, maintenance, and availability.
5. Maintain and monitor the department budget, aligning expenditures to instructional priorities and safety needs.
6. Oversee inventory of lab materials and ensure adherence to all district safety protocols and expectations.
7. Model professionalism and adherence to district and school safety procedures.

## **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 science department work with school improvement goals.
4. Uphold all 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: \$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.***

