

Department Chair

DEPARTMENT:	Schools	REPORTS TO:	Principal
WORK SCHEDULE:	10 month	COMPENSATION:	Annual Stipend
FULL/PART TIME:	Seasonal	FLSA STATUS:	Exempt

Position Description

The department chair serves as the primary instructional leader for the department, responsible for facilitating communication, providing leadership, and ensuring effective planning and organization. The department chair is key in guiding the professional learning community (PLC), developing student growth goals, managing departmental budgets, and serving as a liaison between administration and department members.

Task Title	Essential Job Functions	Percent of Time Spent
Communication	• Serve as a central point of contact for communication between administration and department members, ensuring clear and timely dissemination of information. • Communicate with administration and the district curriculum facilitators on instructional department needs. • Facilitate open lines of communication within the department, promoting collaboration, sharing of best practices, and alignment of instructional goals. • Represent the department in school-wide discussions and decision-making processes, providing input on hiring, curriculum development, and school improvement initiatives.	35%

Task Title	Essential Job Functions	Percent of Time Spent
Leadership	• Provide leadership and direction for the department, guiding professional development efforts, setting instructional priorities, and fostering a culture of continuous improvement. • Attend state or national conferences in the content area to stay abreast of current trends, research, and best practices in education. • Serve as the instructional leader for the department. • Support district initiatives. • Develop and monitor student growth goals with the department.	25%
Planning and Organization	• Participate in and assist in developing department chair meetings. • Plan and create agendas for department meetings. • Support the curriculum and instruction department throughout the curriculum writing cycle. • Support in the development of the building schedule and course handbook. • Develop and monitor student growth goals in collaboration with department members, using data-driven insights to inform instructional practices and interventions. • Oversee the department budget, allocating resources effectively to support instructional priorities and initiatives. • Plan and or lead professional development sessions for department members during monthly meetings and PD days, focusing on areas of instructional improvement and professional growth.	40%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** None
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education & Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree and two or more years of related work experience.
 - Two years of college/associate degree and 4 or more years of related work experience.
 - High school diploma and 6 or more years of related work experience

Preferred

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Knowledge & Skills

Knowledge

- **Intermediate:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
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Skills

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical thinking, Persuasion, Service orientation, Speaking, Troubleshooting, Writing

Working Conditions

Physical Demands

- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Walking

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with

office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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