

DEPARTMENT HEAD - ESSEX HIGH SCHOOL

BASIC FUNCTION

To supervise licensed instructional and department support staff personnel, to provide leadership and evaluation to instructional programs, to manage the day-to-day operations of the department, and to work collaboratively with other department chairs and the administration in the implementation of the essential job functions described below.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

LEADERSHIP

- As part of a team, help build, define and communicate a shared vision of standards based learning and teaching. Meets regularly with other department heads and administrators to plan, communicate, and implement district goals, plans, and visions.
- Contribute to or participate in an effective public relations program to communicate and promote such action plans, visions and instructional program to the parents & community.
- Model, encourage and promote professional ethics and values, and effective communication and collaboration among colleagues, parents, students and school administration. Provide constructive feedback on items that may have an impact on the students. Effectively use skills and strategies to problem solve, build consensus, resolve conflicts, and manage stress and crisis.

CURRICULUM, INSTRUCTION & ASSESSMENT

- Assist in establishing the district's curricular objectives and develops the plan to implement and evaluate these objectives. Develop strategies to promote the growth of and development of all students, including students with disabilities as well as gifted and talented students.
- Use student performance and system data to provide continuous program improvement. Identify areas in need of change and helps implement such change.
- Communicate with sending and receiving schools to encourage a vertical articulation of the curriculum.
- Coordinate material selection process to support the curriculum, instruction and assessment goals and plans of the school.
- Prepare reports on the status of regular and special programs within the department(s)' curricular area.
- Plan, oversee and implement comprehensive assessment programs assigned to the curricular areas(s). Effectively utilize assessment results to assist with the development and/or modification of the school action plans and other school programs to improve student learning.
- Use and encourage use of technology, telecommunications, and information systems to enrich curriculum and instruction.
- Keep informed on educational innovations and trends as they relate to the department(s).

MANAGEMENT

- Assist the principal with the recruitment, selection and maintenance of a qualified staff.
- Keep informed about the licensing and relicensing process and requirements.
- Develop and maintain department records and resources.
- In cooperation with administration, supervise teacher performance following district procedures.
- Serve as a resource for department(s) members regarding day-to-day instructional concerns and discipline problems.
- Promote staff development programs that are connected to student standards and that will result in improved student learning consistent with the school/district vision and action plans.
- Plan, organize, and preside over regularly scheduled department(s) meetings.
- Coordinate the placement and work of student teachers, interns, and observers, assigned to or accepted by the department.
- In cooperation with teachers, monitor the achievement, placement, and progress of students assigned to classes within the department(s).
- Secure, manage, and assist substitute teachers.
- Advise the principal on course offerings, scheduling of students, and class sizes. Prepare teacher subject assignments within the department(s).
- Prepare and administers the department(s)' budget.
- Attend relevant school, district, and professional meetings.
- Assume the responsibility for ordering, inventorying, and distributing all the department(s)' instructional materials.
- Assist the school administration in the interpretation of grading policies.
- Help develop and administer policies that provide for a safe school environment, promote student health and welfare, assure freedom from discrimination, and create a positive learning atmosphere.

TIME REQUIREMENTS

Department Heads shall be provided with appropriate release time consistent with the adopted release time schedule to perform said duties. Additional work time of up to 10 days/contract year shall also be required to accomplish said duties effectively. This additional work time and job responsibilities shall be compensated by means of a Department Head stipend. Said stipend amount shall be calculated consistent with the adopted department head pay schedule.

SUPERVISION EXERCISED:

Direct and moderate supervision of all personnel assigned to the department(s)

SUPERVISION RECEIVED:

Reports to the School Principal and/or Assistant Principals

MINIMUM QUALIFICATIONS:

1. Hold a Master's Degree. (Current department chairs shall be grand-parented from this requirement.)
2. Hold and maintain a valid Vermont teaching license.
3. Seven or more years of successful teaching experience preferred.
4. Must be able to perform the essential duties of the job.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.