



Department Chairperson

FLSA Status:

Non-Exempt
Extra Duty

Qualifications:

Experienced teacher with valid credentials in subject area
Minimum of three years of experience teaching the subject at the high school level
Knowledge of District textbook and new course adoption procedures

Certification and Licenses:

Valid Missouri teacher certificate

Clearances:

Criminal Justice
Fingerprint/Background Clearance

Salary Schedule :

Extra Duty

Reports to

Building Administrator

Purpose Statement

The position of Department Chairperson is to serve as an instructional leader for fellow teachers and to take responsibility for organizing the teachers in an academic subject area to oversee its development consistent with the district and state guidelines. The Department Chairperson will provide input for the development of a budget, coordinate the delivery of curriculum using best instructional practices, standardize assessment practices, and use data to identify needed areas of improvement.

Essential Job Functions

- Requires after hours commitments of monthly department meetings of 1-2 hours, bi-weekly site governance committee meeting of 1-2 hours; additional after school or summer hours for interviews, orientation of new teachers and/or potential evening obligations
- Use data from standardized criterion-reference and teacher prepared assessments, lead department discussions about strategies to improve student performance
- Serve as a "content expert" and advisor to other teachers in the department on best practices regarding instruction and materials in the subject area
- Monitor work with administration to ensure department teachers have sufficient and appropriate materials
- Participate in the selection of similar content teachers and take responsibility for their orientation
- Work with administration to create teacher assignments within the department
- Convene monthly department meetings and attend school or district gathering of department chairperson/site faculty leaders
- Coordinate the adoption, ordering and dissemination of textbooks, equipment and other materials/supplies and maintain a department inventory
- Monitor a department budget including approving expenditures by other teachers

- Interact with building administrators and district curriculum leaders regarding department business or budget development.
- Ability to work to implement the vision, mission and values of the district

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements, stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.

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