



JOB DESCRIPTION

TITLE: DIVISION CHAIR

QUALIFICATIONS:

- ISBE Professional Educator License with endorsement(s) in courses taught in one of the respective divisions.
- ISBE Principal or General Administrative Endorsement.
- Successful completion, or ability to obtain, Illinois Teacher Evaluation Certification.
- Experience in providing curriculum leadership and innovation.
- Able to perform duties with awareness of all district requirements and Board of Education policies.
- Related Master's Degree or higher from an accredited college or university. (preferred).
- Previous experience in building or district administration/leadership role (preferred).

JOB GOAL:

It is the responsibility of the Division Chair to supervise, monitor, and coordinate their divisions in the areas of curriculum, instruction, staff supervision, personnel evaluation, budget, inventory, and other duties as shown below or assigned by the Building Principal.

REPORTS TO: Building Principal

SUPERVISES: Certified and classified staff in the curricular content areas.

PERFORMANCE RESPONSIBILITIES:

Curriculum, Instruction, and Assessment:

- Teaches a maximum of one class.
- Monitors course sequencing, curriculum development and the delivery of instruction to ensure alignment with district and state standards and with the professional standards of the national professional associations.
- Leads and assists in the development of an assessment system that monitors student learning and analyzes data to improve instruction and ensure that the school's educational goals are met.
- Assists in the organizing, managing, and implementing of all standardized testing within the district.
- Assists the Principal with the articulation of education programs in the division with feeder school districts.

Staff Supervision and Development:

- Supervises, mentors, evaluates, and leads the growth of division staff to ensure that the instructional practices in the subject area are consistent with MHS core values, Illinois Goals and Standards, and MHS curriculum objectives.
- Maintains standards of respect and behavior among division members.
- Uses the evaluation process to improve teaching and learning.
- Identifies resources, develops plans and implements professional development in alignment with best practices.

Organizational Management:

- Recruits, screens, and interviews prospective staff members and makes recommendations for employment to the Building Principal.
- Participates in the staffing and sectioning components to assist in the development of the master schedule.
- Monitors course enrollments, including placement, review of all waivers and level change requests for the division.
- Manages division budgets and monitors instructional resources, equipment, and supplies.
- Screens and interviews prospective student teachers.
- Ensures that the divisions are in compliance with State standards, rules, and regulations and promotes District initiatives and Board goals.
- Manages division related grants.
- Provides extracurricular event supervision four times each semester.
- Attends 8th Grade Curriculum Night, Parent Open House, Parent-Teacher Conferences, and other activities as determined by the Building Principal.

Communication and Public Information:

- Models and mentors communication and positive interpersonal skills within the school and community.
- Helps the division stay informed of the latest developments in the profession.
- Serves as a communication link between the building administration and division members regularly.
- Facilitates communication and meetings with parents regarding division information and individual student progress.

**TECHNICAL
SKILLS:**

The individual must be proficient in computer usage, word-processing, spreadsheets, presentations, and other school-based software.

PHYSICAL

REQUIREMENTS:	The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend, and be able to lift up to 30 pounds.
TRAVEL REQUIREMENTS:	The individual will need to provide their own transportation to district and professional meetings as required.
TERMS OF EMPLOYMENT:	This is a 190-day position (10 contracted days outside of the school year determined in consultation with the Building Principal.)
SALARY:	Regionally competitive comprehensive salary and benefits package. The final salary for the successful candidate will be negotiated and determined based upon proven experience, qualifications and meeting the Board of Education's criteria.
FLSA STATUS:	Exempt
PERFORMANCE EVALUATION:	Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel