



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Department Chair

**Qualifications:** Indiana teaching license; administration license preferred

**Reports to:** Principal

### **Performance Responsibilities:**

- Demonstrates exceptional skills as a Teacher
- Assists in the recruitment, screening, hiring, training, and assigning of personnel as requested by the Principal
- Leads teachers through the process of data driven instruction
- Chairs all department meetings
- Attends required meetings including department chair meetings
- Assist in standardized testing planning and implementation
- Assists in school-level data analysis to monitor progress toward school-level goals
- Conducts observations to provide teachers with quality feedback to improve practice
- Ensures on-going and differentiated professional development to meet Teacher needs
- Collaborates with the Principal to improve teacher effectiveness
- Assists the Principal in making instructional program and staffing decisions
- Confers with the Principal to assign student teachers
- Advises the Principal in Teacher and Student scheduling and in master scheduling
- Communicates and collaborates with school personnel and student families to maximize opportunities for students.
- Communicates with parents, students, administration, and colleagues outside of the school day when needed
- Seeks opportunities to participate in continuous professional development and collaborates with the administrative team to provide professional development
- Collaborates with other Department Chairs to ensure horizontal alignment of content and curriculum, expectations of rigor, professional development, and pedagogy
- Leads district vertical alignment of content and curriculum expectations, professional development, and pedagogy
- Recommends textbooks and/or curricular materials
- Leads and monitors the work of Professional Learning Communities in standards-based assessments, data analysis, and progress toward student achievement

- Supervises students, paraprofessionals, and parent volunteers
- Leads and monitors curriculum, lesson plans, and assessments for alignment to district curriculum maps and/or Indiana academic standards
- Supervises guest teachers and teaches class as needed when guest teachers cannot be secured
- Adheres to district and school policies, procedures, and rules
- Completes all other duties as assigned by the Principal