

SOUTH EASTERN SCHOOL DISTRICT

TITLE: Secondary Department Chairperson
(Grades 7-12)

REPORTS TO: Superintendent/Designee

REFERENCE #: 451

APPROVED BY: Board of Directors

JOB SUMMARY: The Secondary Department Chairperson shall provide leadership, coordination, communication and curricular innovation in assigned curricular area, so that each student and staff member may derive maximum benefit from the continuing pursuit of the educational program.

PRIMARY DUTIES AND RESPONSIBILITIES: The Secondary Department Chairperson shall:

- A. Recommend the selection of programs, textbooks, equipment, materials, and supplies in conjunction with colleagues, where applicable.
- B. Attend and facilitate regularly scheduled secondary department meetings.
- C. Research, plan, write, and implement research based programs and courses of study with appropriate colleagues.
- D. Assist the administration in the preparation of the annual District curriculum budget, and prepare requisitions for instructional materials as appropriate.
- E. Provide input, solicit ideas, and facilitate staff development programs for teachers as a means of promoting and supporting educational programs.
- F. Research methods of teaching and the current trends in education.
- G. Attend secondary curriculum and curriculum council meetings as scheduled.
- H. Facilitate the coordination of curriculum writing and program implementation with teachers and the administration.
- I. Facilitate and plan, in coordination with administration, staff development programs for teachers and administrators.
- J. Communicate and support district goals.
- K. Provide support and continual staff development to their colleagues.
- L. Visit classes for purposes of consulting/peer observations/modeling, as arranged through the administration.

- M. Provide colleagues with opportunities to increase their effectiveness and understanding of current educational trends.

QUALIFICATIONS: The Secondary Department Chairperson shall:

- A. Have a minimum of five years teaching experience. Preferred to be in the same subject area as department.
- B. Have demonstrated secondary leadership abilities in the area of curriculum and instruction.
- C. Have an ability to maintain a high standard of teaching performance while accepting additional district-wide curriculum responsibilities.

POSITION SPECIFICATIONS.

Physical Demands	Occasional driving to school district offices, classrooms, regional offices Frequent walking throughout various buildings, including climbing up and down stairs. Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondences, computer screen Auditory acuity to be able to use telephones Ability to speak clearly and distinctly
Work Environment	Generally, classroom or office setting
Temperament	Ability to work as a member of a team Must be courteous and able to effectively communicate with students, parents/guardians, and staff Must be cooperative, congenial and service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to use correct grammar, sentence structure and spelling Ability to compose clear, concise sentences and paragraphs Ability to organize classroom setting or office to efficiently accomplish tasks

Ability to work independently, exercise appropriate initiative, and make work-related decisions

Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks.

Ability to communicate effectively at all organizational levels

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills Ability to operate office equipment
Ability to use technology efficiently and learn new technology implemented by the District
Must recognize and appropriately handle confidential information
Ability to perform tasks as assigned

License Valid Driver's License

Comments Position holder must have a friendly, helpful, caring personality

The position specifications described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

TERMS OF EMPLOYMENT: The Secondary Department Chairperson shall be appointed by the Board of School Directors for one school year and be compensated as specified in the collective bargaining agreement.

EVALUATION. Performance of the Secondary Department Chairperson will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.

COMPLIANCE. It is the policy of the South Eastern School District not to discriminate on the basis of race, color, national origin, sex or disability in its employment practices as required by Title IX, Section 504 and Title VI.

DATES.

Original Adoption:

Revised: December 8, 2005

October 5, 2006

April 16, 2020

SIGNATURES:

Mary Childress
Secretary

Brian K. Hoff
President