

Department Chair Job Description

Title:

Position: Department Chair
Department: Certified

Reports to:

Principal or Designee

Job Goal:

The department chairperson is responsible to the principal in the general areas of program maintenance, development, and improvement, department coordination, and the integration of their discipline into a total school program. They will provide leadership to the department and carry an attitude that inspires teachers and is collaborative with other departments as well as District administration.

While the department chair is expected to demonstrate expertise in the specific discipline, they are also expected to maintain a global concept of education. The department chairperson will constantly seek ways in which the discipline may be appropriately correlated and coordinated with other disciplines to develop more effective educational experiences for students.

To accomplish these ends, the department chairperson will work with various building and district level administrators. Evaluation of the department chairperson will be conducted by the principal.

Standard Qualifications for Position:

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of teaching assignment within the school setting.

Essential Functions and Responsibilities of Position:

1. Act as liaison between members of the department and high school administration, and between the department members and designated personnel.
2. Participate in interviewing and consideration of teacher candidates, whenever possible, in the discipline they are responsible.

3. Consult with the principal or designated administrator on personnel, curriculum, instruction, facilities, and supplies within the department.
4. Participate in and assume leadership where required in the development of curriculum materials.
5. Attend department chair meetings.
6. Facilitate monthly department meetings.
7. Assist the principal or designee in placement for student teachers and observations for undergraduate/graduate visitors.
8. Assume responsibility for the routine of maintaining departmental equipment, including an inventory of all department supplies and equipment, the distribution of same, and rotating supplementary materials as necessary.
9. Evaluate educational materials for possible purchase and preparing a complete listing of budgetary requests for the school year following, including all requests of textbooks, supplies, and equipment.
10. Encourage and help teachers or other staff new to the department in becoming oriented to the department, school, and school Policies, departmental procedures, course of studies, and to the students assigned to them.
11. Welcome per diem subs covering for department members and ensure that they have access to what they need for the day.
12. Prepare monthly department updates and forward to the principal or designee.
13. Represent the department through presentations at Course Selection Night, Awards Night, and Middle School Course Selection.
14. Oversee selection of Department Scholars.
15. Revise and update the Program of Studies by consulting with the principal and other administrators on course offerings.
16. Provide input on the scheduling process and assignment of teachers to particular courses and rooms.
17. Serve on district committees (i.e. Subject Area Standing Committee, Curriculum Council, etc) as requested.
18. Assist in facilitation of in-service activities as scheduled.
19. Oversee coordination of contests (i.e. AIME, National French Exam, Central League Writing, etc).
20. Assist in oversight of aides assigned to the department.
21. Coordinate the design, preparation, administration, and storage of the departmental exams.
22. Facilitate Independent Study, as requested.
23. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the teacher will be required to follow any other job related instructions and perform other job related duties as directed by the Building Principal.

Adopted: June 2011

Revised: December 2011

Revised: January 5, 2021