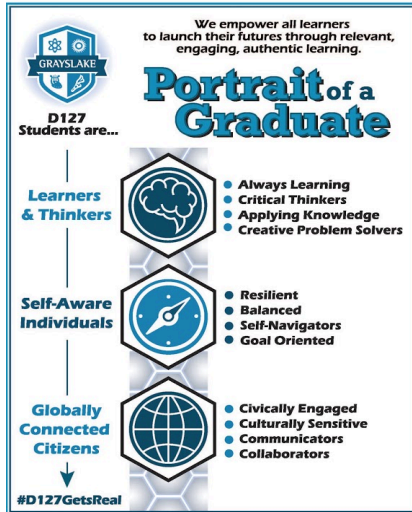


Department Chair Job Description



LOCATION: Building Administration

REPORTS TO: Principal

TERM: 11-month administrative contract (regionally competitive salary and benefits)

POSITION SUMMARY: The job of Department Chair was established for the purpose(s) of providing administration and supervision for the department. In collaboration with the Principal and other building administrators, supervise the operation of the school, assume instructional leadership, and make recommendations to the Superintendent regarding the appointment, retention, promotion, and assignment of staff to ensure a positive education and learning climate. The Department Chair assists the principal with his/her duties in the overall administration of the school.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

- Valid Illinois Teaching License with General Administrative or Principal Endorsement
- Qualified teacher evaluator as defined in the Illinois School code
- Experience as a secondary (grades 9 – 12) grades teacher
- Previous administrative experience preferred

ESSENTIAL FUNCTIONS: Living a Mission, Vision, and Belief For Results – Works with the school staff to build a shared mission and vision of high expectations that ensures all students are on the path to college and career readiness and holds staff accountable for results.

- Coordinates efforts to create and implement a vision for the department and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners
- Ensures that the department and school's identity, vision, and mission drive school decisions and builds a culture of high aspirations and achievement for every student

- Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results
- Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being

Leading and Managing Systems Change – Creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning toward the achievement of department and school improvement priorities.

- Leads a school culture and environment that successfully develops the full range of students' learning capacities – academic, creative, social-emotional, behavioral and physical
- Develops, implements, and monitors the outcomes of the SMART Goals and school wide student achievement data results to improve student achievement
- Collaborates with staff to allocate personnel, time, materials, and adult learning resources appropriately to achieve the SMART Goals

Improving Teaching and Learning – Works with the school staff to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.

- Works with and engages staff in the development and continuous refinement of a shared vision for effective teaching and learning by implementing a standards-based curriculum relevant to student needs and interests; research-based effective practice, academic rigor, and high expectations for student performance in every classroom
- Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals; identifies and address areas of improvement and celebrates successes
- Implements student interventions that differentiate instruction based on student needs
- Evaluates the effectiveness of teaching and holds individual staff members accountable for meeting their goals by conducting ongoing formal and informal observations in order to provide timely, written feedback on instruction, preparation and classroom environment as part of the teacher appraisal system.
- Ensures the training and development of high-performing instructional teacher teams to advance student outcomes
- Advances instructional technology within the learning environment

Building and Maintaining Collaborative Relationships – Creates a collaborative school community where the school staff, families, and community interact regularly and share ownership

for the success of the school.

- Creates, develops, and sustains relationships that result in active student engagement in the learning process
- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
- Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively

SKILLS REQUIRED:

- Must be able to perform all of the duties and responsibilities of the position
- Demonstrated leadership ability
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to make independent decisions in accordance with established D127 policies and procedures
- Ability to deal with difficult situations courteously and tactfully

PHYSICAL REQUIREMENTS: Individuals appointed to these assignments must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the assignment.

WORK ENVIRONMENT: The work environment combines a standard office setting including standard office equipment (copier, phone, computer, etc....) with the standard school setting. The noise level in the work environment is usually moderate to high depending upon student population and activities. The employee is rarely exposed to outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

There will be an annual performance evaluation for this position (Department Chair Evaluation).

FLSA STATUS: Exempt

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this position should contact the office of the superintendent.