



Community Unit School District 300 Job Description

Position Title: Division Head – High School	
Work Days: 220	Employee Group: Administration
Reports To: Principal	Date of preparation: October 2017 Revised: March 2024

Position definition: The division head is responsible for setting the vision for achieving and sustaining high levels of student achievement and strategically implementing the school’s mission through effective leadership of all stakeholders, including faculty, staff, student, parents, and the community. The principal oversees all aspects of the instructional program, school environment and the operational/fiscal health of the school.

Duties and Responsibilities:

- Teach 1 period depending on supervisory load.
- Mentor, observe and evaluate all teachers in their division.
- Provide curriculum leadership for alignment to state and district learning standards, for sequencing a developmental, rigorous flow of content in the division, and for ensuring that all department members understand and adhere to the approved curriculum.
- Communicate district-level Common Core and curriculum progress to their divisions.
- Collect and use data to guide instruction and programming within the division.
- Develop department goals that are tied to the Illinois State Learning and the College Readiness Standards.
- Prepare a professional development plan for their division and provide accountability and supervision during professional development times.
- Coordinate student teacher and substitute needs within the division.
- Facilitate division meetings and disseminate information to all division members.
- Count, organize, and distribute textbooks and other instructional materials as well as communicate office supply and instructional materials orders.
- Facilitate conflict resolution among division members and/or between division members and their students or students' parents.
- Coordinate with counselors and other divisions in matters related to student scheduling and student learning.
- Recruit and hire new teachers in their divisions.
- Actively participate in district job-alike committees and in one's own professional development for this role.
- Develop and oversee the department budget and research grant opportunities
- Participate in some evening and weekend events.
- Facilitate articulation with the middle schools and higher learning institutions; and
- Work with the Associate Principal for Curriculum and Instruction and other school administrators on matters related to student well-being and learning.
- Student Event Supervision



Qualifications

- Must hold a valid Illinois Professional Educator License with General Administrative Endorsement
- Demonstrated expertise in the discipline(s) she/he supervises
- Ability to maintain a global concept of education and to identify ways in which the discipline may be appropriately correlated and coordinated with other disciplines
- Five years teaching experience
- Good organizational skills
- Strong desire and demonstrated ability to work with adults

Knowledge, Skills, and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of Elementary school curriculum and concepts.
- Knowledge of best practices in administration, program evaluation and staff supervision.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education.
- Ability to use computer network systems and software applications as needed.
- Ability to develop and implement projects.
- Ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Demonstrated successful leadership experience
- Demonstrated ability to communicate effectively to a broad audience
- The ability to model best practices in the use of technology in the classroom and in their administrative capacity
- The ability to be highly visible in the school community
- Preferred experience working with a Three-Tiered Intervention Model
- Ability to develop positive working relationships with students, staff and parents
- Demonstrated success in working with Danielson Framework for Teacher Evaluation
- Thorough knowledge and understanding of the elementary school concept
- Demonstrated ability to work with students and families from diverse backgrounds

Performance Evaluation/Accountability:

- Performance evaluated annually in accordance with Illinois School Code and D300 Administrative Procedures