

TITLE: High School Department Head

PURPOSE: Provide leadership, coordination, and innovation in assigned curricular area.

QUALIFICATIONS:

1. Bachelor's Degree with major concentration in the teaching field
2. Illinois State Teaching License
3. Two years successful teaching recommended
4. Building level high school endorsed department member
5. Skills, knowledge, and abilities.
 - Ability to exert strong instructional and curricular leadership within the high school department.
 - Thorough knowledge of sound teaching strategies.
 - Thorough knowledge of teaching field
 - Ability to develop and implement plans for the improvement of instruction within department.
 - Ability to function effectively as a member of the middle school administration team
 - Ability to communicate effectively.

REPORTS TO: Building Administration

IS A MEMBER OF: Instructional Leadership Team

DUTIES AND RESPONSIBILITIES:

1. Provides leadership in the improvement of instruction and initiation of innovative practices within department.
2. Regularly conducts departmental innovative practices, improving teaching techniques, etc.
3. Conducts departmental meetings.
4. Provides curricular guidance within Leadership Team.
5. Assists new members of the department in becoming familiar with their duties, course content, and the school operation.
6. Acts as an advisor to teachers and students
7. Distributes courses of study, texts, and supplemental material to members of the department.
8. Provides input to the principal and assistant principal in the scheduling of teaching assignments.

TERMS:

Salary to be based upon Schedule B of collective negotiation bargaining.

EVALUATION:

This position is evaluated annually by building administration using the categories listed in the job description.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.