

Middle School Exceptional Achievers Department Chair

Job Description

Reports to: Principal

Location: Wilbur Wright Middle School

Evaluated by: Middle School Administration

Evaluation period: Annual

Purpose of Position:

The primary function of a department chair is to provide ongoing, targeted instructional leadership and support for Wilbur Wright teachers. The chair will be the leader of the department and lead developer of curriculum and goals for each department and PLC.

Responsibilities and Duties:

- Uphold the building and district vision, mission, and goals
- Ensure equitable and quality instruction and assessment for all students
- Facilitate the development of curriculum for all courses within the department.
- Develop and implement academic programming within the department
- Collaborate in professional learning communities
- Promote positive, professional relationships within the department
- Mentor team members in content-area best practices
- Communicate department programming needs to administration
- Facilitate department meetings when directed and as needed
- Engage with various stakeholders regarding academic programming
- Maintain accurate records of departmental matters
- Oversee the consumables budget for the department including fees for consumables
- Attend regularly scheduled department chair meetings
- Order supplies and materials for the needs of the departments
- Complete administrative tasks as necessary
- Collaborate with and provide coaching to colleagues and other teacher leaders
- Build capacity of the Professional Learning Communities
- Appropriately review data and ongoing data to make decisions about best practices
- Any other duties as assigned by the high school administration

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's degree preferred

Terms of Employment:

Salary and benefits determined by the Munster Teachers Association Collective Bargaining Agreement.

Addendum salary: \$1,575

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.