

JOB PROFILE: Department Chair

 Reports to: Supervisor of Curriculum & Instruction
 or Director of Student Services (Department Chair for ELD only)

Classification: Supplemental

Hours/Day: Varies

Type/Days/Year: Student Days

Purpose/Summary

The Department Chair acts as the liaison between the district administration and building liaisons and facilitators.

Essential Duties and Responsibilities

- District Budget
 - Input Requisition Entries
 - Approve select purchase orders
 - Oversight and management of the district budget related to their specific subject area in conjunction with budget controller
- Curriculum review and update
 - Conduct research as requested by administration and members of the Department to support classroom instruction and the implementation of best practices.
 - Communicate District level initiatives and information to the Department.
 - Initiate and supervise activities concerned with selection and approval of textbooks and materials.
 - Conduct an annual review of curriculum along with liaison and facilitator.
 - Provide leadership for the development, implementation, evaluation, and articulation of new or revised instructional programs within an assigned area.
 - Involve teachers, administrators, other staff, and, when appropriate, members of the community, in program review, evaluation, development, and articulation.
 - Consult with the School Counseling Department regarding curriculum review initiatives, scheduling, testing, graduation requirements, and other issues pertaining to Pupil Services.
 - Develop multi-year action plan in conjunction with curriculum coordinator to implement curriculum review.
- Professional Development
 - Aid in the preparation of inservice days and professional development activities:
 - Establish agendas.
 - Coordinate and lead meetings in conjunction with the appropriate building administrator.
 - Lead collaborative data analysis efforts and provide instructional and resource recommendations to administration.
 - Assist with the implementation of online resources and blended learning:
 - Provide researched best practices for technology implementation
 - Facilitate the adoption of curriculum resources through the maintenance of learning management platforms.
 - Review technology related requests and needs of professionals in the department and make recommendations for technology purchases and adoptions to the administration, and IT Department.
 - Assist with the implementation of online textbooks and other resources
 - Plan, prepare, and timely deliver k-12 or grade level designated CADL in conjunction with liaison and facilitator, when applicable.
 - Maintain and develop knowledge of current trends, innovative programs, research findings, and other developments pertinent to curriculum and instruction and communicate the same to appropriate staff members.
 - Participate in planning and presenting programs to the Board of Education and various school and community groups.

Preparing All Students for Success in a Changing World

- o Represent the school district at approved workshops, conferences, professional development sessions, etc.
- District Level Responsibilities
 - o Assist principals with creating the master schedule, course assignments, and room assignments.
 - o Assist administrators in maintaining the building and District textbook inventories and conduct routine inventories of supplies and equipment.
 - o Support teachers new to teaching this content area by ensuring that they have adequate resources.
 - o Assist Principals in interviewing prospective teachers for assigned curricular areas.
 - o Plan, organize and preside over District/Secondary Departmental meetings for assigned curricular areas.
 - o Participate as an active member of the District Curriculum Senate.
 - o Participate in committee work related to curriculum, instruction, and assessment with the Academic Council and Instructional Leadership Team during summer workdays.
 - o Examine results of District testing programs and provide for appropriate use of test results in program review and improvement.
 - o Assist the Assistant Superintendents, Supervisor and Coordinator of Curriculum and Instruction, and Director of Student Services in the preparation of reports.
 - o Communicate with staff, students, and the public on a variety of topics through a variety of means (i.e., email, in person, District meetings, District website).
 - o Serve as a liaison and relationship builder with outside organizations, colleges and universities, cultural entities, and business leaders, who will in turn stimulate the activities of students and staff.
- Meet with liaisons and facilitators at least 4 times per quarter with notes/questions/updates shared with your Supervisor or Coordinator of Curriculum and Instruction, or Director of Student Services (ELD), each quarter.
- Observe and offer feedback to all teachers new to the department once a year.
- Perform other duties within the scope of certification as may be assigned by the Assistant Superintendents, Supervisor and Coordinator of Curriculum and Instruction, and Director of Student Services.

Education and/or Experience

Bachelor's Degree required.
 Certification in designated content area required.
 3-5 years professional teaching experience required.

Certifications, Licenses, Registrations

- Pennsylvania Teaching Certificate in specific subject area
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Academic Skills - Knowledge of K-12 Education and the ability to research, think critically, problem solve and locate information requested by Administration. Ability to understand content in order to organize, manage and communicate by multiple methods.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze and interpret information in order to effectively communicate with the Executive Council, the Superintendent and the Board of School Directors.

Math Skills – Knowledge of arithmetic and general mathematics. Possess the ability to develop spreadsheets to manage and provide data for board meetings as requested.

Technology Skills – Demonstrated knowledge of current office technology devices, applications, programs, and systems. Ability to coordinate and update technology resources in an organized and retrievable protocol.

Other Skills and Abilities


- Ability to motivate and maintain positive and effective work relationships within the District and greater community.
- Understand and facilitate the diverse needs of various personality types and cultures.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility, and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Maintain high emotional energy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Work Location				
Office Environment		Shop		
Classroom		Vehicle		
Outdoors		Travel		
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.



	or standing to a significant degree.	frequent running or climbing.		
Physical and Non-Physical Demands Key				
C=Continuously	F=Frequently	O=Occasionally	R=Rarely	N=Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
Standing		C	Crawling	N
Sitting		R	Bending	R
Walking		C	Twisting	R
Lifting		R	Climbing	R
Carrying		R	Balancing	R
Pushing/Pulling		R	Vision	C
Reaching		R	Hearing	C
Handling		R	Talking	C
Fine Dexterity		C	Foot Controls	F
Kneeling		R	Other (specify)	
Crouching		R	Other (specify)	
Time pressures		C	Working closely w/ others-Teamwork	C
Emergency situations		R	Tedious or exacting work	R
Frequent change of tasks		O	Noisy or distracting environment	R
Irregular work schedule/Overtime		R	Other (specify): Multi-building travel to work area	N
Simultaneous multiple tasks		F	Other (specify):	
<p><i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i></p>				
Director of Human Resources Signature				
Date of Approval		<p>10/31/25</p>		