



# Bellwood School District 88

## Job Posting

# Physical Education Department Chair

**Job Title:** Physical Education Department Chair

**Effective Date:** September 18, 2025 until filled

**Reports To:** Building Principal

**Stipend:** \$1,525

### General Responsibilities

The Middle School Department Chair provides instructional leadership and enhances articulation regarding curriculum alignment with standards. He or she facilitates the development and use of common assessments in order to determine instructional strategies that will most effectively meet the needs of students. The duties of the department chair are critical to the overall educational program and require effective and ongoing communication and collaboration with staff and administration. During department chair meetings, administration will incorporate regular discussions about the prioritization of department chair efforts in alignment with the needs of the school.

### Essential Duties

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Serves as a resource to administration and school leadership team to assist in creating a culture of continuous learning and improvement.
2. Participates in and provides opportunities for collaborative decision making within both the team and the school environments
3. Demonstrates support to District, school, and department goals. The chair will demonstrate a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement, by:
  - a. coordinating and having an awareness of the curriculum that is being taught in the classroom by the department members.
  - b. facilitating in the development of measurable and meaningful goals within the department that support school wide goals.
  - c. facilitating department discussions on student performance data for the purpose of curricular or instructional modification.
  - d. representing the department's recommendations for professional development.
  - e. sharing information regarding professional development.
4. Promote department efforts with implementation of the most current standards and objectives, formative and summative assessments, common assessments for courses, and effective instructional practices.
5. Facilitate all scheduled department meetings. Plan and organize department meetings and submit agendas, attendance and minutes as directed by administration.
6. Facilitates the development and implementation of curriculum for his/her department methodologies, instructional techniques, materials, curriculum and assessment.
7. Facilitate department committees for new text adoptions, and recommend supplementary materials for his/her department.

8. Shares professional growth opportunities as well as current trends and methodologies within specific curricular area with department members
9. Gather information and coordinate efforts to inventory departmental materials and equipment as needed by the administration.
10. Attend regularly scheduled department chair meetings. Update administration regarding practices and expectations, classroom methodologies, instructional techniques, materials, curriculum, and assessment. Disseminate information from department chair meetings to teachers.
11. Assist articulation efforts between middle/high school chairperson, and/or elementary grade-level leads/teachers to coordinate the curriculum throughout the district when requested by building/district administration.
12. Assist with the completion of all surveys, forms, and state reports that are required of his/her department.
13. Submits any department budget requests. Facilitates the department discussions regarding the allocation of resources when assigned to the department
14. Collaborate on behalf of the department with the administration and counseling team regarding master schedule, course descriptions, articulation, and student placement in the various department courses.
15. Assist short/long-term substitute teachers in carrying out their assigned duties and communicate any concerns to administration.
16. Promote efforts to support the success of student teachers placed within the department.
17. Other tasks deemed necessary and in alignment with the overall objective of this position.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Bellwood School District 88 reserves the right to update, revise or change this job description and related duties at any time.*

#### **Additional Staff Responsibilities**

- ☐ Participates in building leadership team meetings
- ☐ Serves as a representative on building and/or district level committees related to the subject matter
- ☐ Performs any other related duties as assigned by the Principal and/or designee

#### **Knowledge, Skills, and Abilities**

- ☐ Currently employed as a middle school teacher in District 88 (active status)
- ☐ Successful teaching (proficiency) experience in a middle school in the specific subject area related to the departmental position
- ☐ The candidate demonstrates:
  - a high level of professional commitment to the District's and school's vision and areas of academic focus
  - leadership skills and the ability to facilitate open, candid, and effective lines of communication with colleagues, parents, and other stakeholder groups.
  - an ability to promote positive morale and a willingness to mediate misunderstanding.
  - knowledge of the content area and approved curriculum.
  - the ability to advocate for the success of all students, be knowledgeable of best practices and developments within his/her departmental content area.
  - a strong insight and understanding of the needs of middle school students
  - a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement.
  - the ability to work collaboratively with diverse groups; and

- the ability to communicate effectively (written and oral) with diverse groups (i.e. staff, parents, and community members)
- Promote positive and productive relationships with fellow department team members, other building staff members, building administrators and the Department of Teaching and Learning

### **Terms of Employment**

Length of the School Year

### **Compensation**

Stipend paid per BEA Bargaining Agreement

### **Physical Requirements**

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### **Evaluation**

The performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of personnel.

*Bellwood School District 88 assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.*