

DIVISION LEADER JOB DESCRIPTION

TITLE	Division Leader
REPORTS TO	Building Principal and the Director of Curriculum and Instruction
QUALIFICATIONS	<ol style="list-style-type: none">1. Current Illinois Professional Educator License with a General Administrative, Principal or Superintendent Endorsement2. Minimum of five years high school teaching experience3. Master's Degree4. Effective written and oral communication skills5. Ability to work as a member of a building's administrative team6. Excellent organizational and time-management skills7. Ability to supervise and manage long-term building-level projects and assignments8. Exhibit high degree of professionalism in dealing with staff and students9. Previous school-related administrative or other leadership experience preferred
REQUIREMENT	Each Division Leader must be licensed by the Illinois State Board of Education to conduct teacher evaluations before the start of each school year
COMPENSATION	TBD (Based on D 205's compensation package and structure)
NATURE OF POSITION	Each Division Leader will spend at least 75% of their time on the job performing managerial or supervisory functions, including but not limited to, conducting teacher evaluations within their division of responsibility, developing a draft budget for their division and representing building administration during meetings with teachers and staff, committee work and other school-related functions
GENERAL JOB RESPONSIBILITIES	Each Division Leader shall be responsible for:
A. Personnel Matters	<ol style="list-style-type: none">1. Conducts summative performance evaluations, including all required observations, for all teachers within division2. Recommends teacher assignments and schedules within division3. Coordinates assignments and supervision of student teachers in the division4. Makes section and staffing recommendations for the development of the building's master schedule5. Plans and conducts division meetings on behalf of the building's administrative team6. Coordinates all division procedures for the opening and closing of the school year7. Orients new staff and student teachers to the operation of the division and building8. Assists with substitutes9. Chairs the interview team for new division applicants10. Recommends applicants for division positions11. Monitoring Core Curriculum Team and/or PLCs and conducting their weekly meetings within the division

12. Conducts a minimum of fifteen (15) division teacher “drop-ins” per week, which includes and maintains accurate building records of such “drop-ins”
13. Generally supervises all teachers and staff within the Division and makes employment recommendations to building Principal

B. Curriculum and Instruction

1. Maintains awareness about research trends in curriculum and instruction, and disseminates information to division members
2. Develops divisional goals and objectives which align with the goals and objectives of the School and District Improvement plans
3. Assists in the selection of textbooks, instructional materials, and technology, to be used in division
4. Encourages accepted educational methodology, curriculum innovation, and creativity within division
5. Assists in the development, selection, design, and implementation of the courses of study within division
6. Serves as head of division-related curriculum committees
7. Works with District and building administration to improve the total curriculum within division
8. Mentors and manages teachers in order to improve instruction
9. Represents division in all district curricular planning and Informs staff of any and all changes to curriculum
10. Assists with the development and supervises the implementation of district wide course assessment initiatives
11. Assists in the articulation of the division curriculum with District’s feeder schools
12. Leads and supervises summer content institutes
13. Meets with Division Chair counterparts and the Director of Curriculum twice a month
14. Meets with District leadership as necessary
15. Directs faculty members concerning student placement criteria
16. Represents division and/or building at local, state, and national conferences upon approval of Superintendent
17. Maintains division’s curriculum alignment with the School and District Improvement plans
18. Supports the International Baccalaureate program within the Division
19. Supports the Implementation of AVID schoolwide
20. Leads the curriculum renewal cycle within the Division

C. Budget

1. Develops a draft division budget and submits it to building principal or designee
2. Recommends resource allocation consistent with the instructional objectives of the school and district
3. Coordinates receipt, verification, and distribution of all division purchases
4. Develops and maintains an up-to-date inventory of all division-related instructional materials, equipment, and supplies

D. General Responsibilities

1. Maintains accurate reports and data related to content and curriculum within division
2. Assists in the promotion of a positive school image towards division, school and district programs
3. Maintains availability to teachers within division during the school day and year
4. Works to encourage and maintain a positive school climate
5. Addresses parent and student concerns about curriculum and/or division faculty on behalf of building administration
6. Supervises the Divisional area during passing periods, prior to the start of school, and at the end of the day
7. Monitors and supervises teacher instruction daily
8. Promotes a student-centered academic focus
9. Ensures the alignment of division curriculum to common learning standards
10. Supervises the creation of divisional assessments that improve student achievement
11. Facilitating vertical alignment of instruction, and mentor faculty within division
12. Monitors and supervises teaching and learning daily
13. Reviews and advises on teachers' lesson plans daily
14. Supports building administration with issues that relate to or arise from the use of substitute teachers
15. Provides for the supply and material needs of the teachers and students within division
16. Supporting District Assessment initiatives
17. Leads and supervises CCT/PLC meetings
18. Provides overall accountability for staff and students within division
19. Leads the implementation of AVID strategies within division
20. Supports SAT initiatives