



THE METROPOLITAN SCHOOL DISTRICT OF

# WARREN TOWNSHIP

## WCHS Department Chair Job Description

**JOB TITLE:** WCHS/WCC Department Chairperson  
**FLSA CLASSIFICATION:** Exempt (Administrative/Professional), salaried employee.  
**WORK DAYS:** 186-190 days (does not include holidays) plus additional days as determined by the Superintendent.  
**STANDARD HOURS PER DAY:** 8 hours per day.

**WORK YEAR:** The work year for the WCHS/WCC Department Chairperson begins two workdays before the first workday for teachers, and ends on the last workday for teachers.

**SALARY SCHEDULE & BENEFITS:** The WCHS/WCC Department Chairperson is paid on the "Teacher" salary schedule, with \$4950 stipend, and is eligible for benefits on the "Administrators" benefits schedule. \*This role is not in the bargaining unit.

**REPORTS TO:** The WCHS Department Chairperson reports to the WCHS Principal; the WCC Department Chairperson reports to the Director of the Walker Career Center.

**SUPERVISES:** The WCHS/WCC Department Chairperson supervises the teachers and support staff assigned to his/her department.

**GENERAL SUMMARY:** The WCHS/WCC Department Chairperson assists the WCHS Principal and/or the Director of Walker Career Center by supervising teachers and support staff assigned to his/her department, scheduling of classes, teachers and rooms, and distributing textbooks and other instructional materials.

### ESSENTIAL FUNCTIONS:

1. Assists with recruiting, interviewing and selecting new teachers and support staff.
2. Evaluates department staff, and recommends retention or dismissal of staff;
3. Provides guidance and assistance to members of the department;
4. Maintains appropriate personnel records for the department;
5. Arranges the schedule of classes, determines teachers' assignments, and assigns classrooms based on a staffing authorization;
6. Supervises instruction throughout the department based on staff meetings, classroom observations, and conferences;
7. Assumes responsibility of ensuring that each regular teacher provides current materials and plans for substitute teachers, and meets with and assists substitute teachers;
8. Assists in the assignment and supervision of student teachers and mentors for new teachers;
9. Coordinates departmental activities involving parents, teachers and the community by participating and encouraging teachers to participate in community sponsored activities;
10. Initiates the yearly evaluation of the department curriculum; recommends changes in the department's curriculum;
11. Serves as the representative of WCHS in meetings to coordinate the curriculum and instruction on a district-wide basis;
12. Serves as the liaison with WCHS guidance counselors regarding the department courses and curriculum;
13. Develops and maintains a cooperative relationship with other department chairpersons;
14. Plans, coordinates, and implements strategies for recruiting students to enroll in the department's elective courses;
15. Assists in the development and management of the department's budget and fees; maintains accurate and current records of budget expenditures;
16. Assumes responsibility for the processing, distribution and inventory of all of the textbooks and instructional materials in the department;
17. Supervises facility use and maintenance within the department, and reports maintenance needs to the appropriate office staff;

18. Teaches an assigned number of classes.

**NON-ESSENTIAL FUNCTIONS:**

1. Other duties as assigned by the WCHS Principal or the Director of the Walker Career Center.

**ENTRY-LEVEL REQUIREMENTS:**

1. **EDUCATION/TRAINING:** Master's degree is required.
2. **EXPERIENCE:** At least five years of teaching experience in his/her area of certification is required; a demonstrated ability to effectively organize and/or lead a group of teachers is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** A valid and current Indiana teacher's license is required.
4. **OTHER:** Ability to perform the essential functions and to fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the WCHS/WCC Department Chairperson primarily involve performing supervisory work on behalf of the WCHS Principal or Director of Walker Career Center.

Efficient use of a personal computer is important to the effective accomplishment of these job responsibilities.

This job does not require heavy lifting or other physical abilities often associated with manual labor.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person and via telephone is very important. The ability to compose documents that are readily and fully understood is very important.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed within the school building without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

