

PUEBLO SCHOOL DISTRICT 60
CERTIFIED JOB DESCRIPTION

Job Title: Department Chair
Prepared Date: 03/05/2018
Revised Date: 08/01/2018
Work Year: 165 Work Days
Department: Learning Services
Reports To: Building Principal
Salary Range: Extra Performance Salary Schedule as listed in PEA Agreement
Benefits: N/A
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The job of the Department Chair was established for the purpose(s) of promoting the district's curriculum and instructional programs at the district and building level; and collaborating with the principal and other teachers on the building leadership team.

This position is a one year position but may be renewed at the sole discretion of the Principal

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Currently employed as a teacher in the District
- Successful teaching experience in the specific subject area related to the departmental position
- The candidate demonstrates:
 - a high level of professional commitment to the District vision and areas of academic focus; leadership skills and the ability to work closely and cooperatively with fellow department team members, other building staff members, building administrators and the Department of Learning Services;
 - a strong insight and understanding of the needs of high school students;
 - 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)
- Candidates must be willing to make a two-year commitment to serving in this position
- Department Chair position will be reviewed by the principal each year and renewal decision will be made

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant

contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Serve as a communication liaison between faculty and administration. The chair's role as both faculty member and administrator serves to further mutual understanding of complex issues.
- Openly participate in dialogue with members of the department, other department chairs, and administrators to ensure that the goals and direction of the school are clearly stated and aligned with the mission of the school.
- Serve as a leader in curriculum and pedagogy in respective department.
- Guide conversations about teaching and learning in each department to ensure that rigor and innovation are being pursued and good practices are being followed.
- Lead annual (or more frequent) reviews of the curriculum in the department to ensure vertical continuity and appropriateness of content, skills, and assessment.
- Maintain relationships with local, regional, and national associations of teachers of respective subjects in order to stay in "front of the curve" of new developments and the most current pedagogy in the respective subject area
- Attend local, regional, or national conferences in the discipline, or create the opportunity for others to do so, and shares what was learned with the department.
- Seek out new ideas and initiatives and introduce them to the department.
- Model good teaching by using a variety of teaching techniques suitable to the subject and age group as well as by incorporating a variety of tools to reach students with a wide range of learning styles.
- Assist in hiring, training, evaluating, and supporting the faculty members in respective departments.
- Support teachers who are new to the department or profession, teachers who might be struggling professionally or personally, and provide a first line of accountability for teachers in the department, partnering with the administration when more significant intervention is needed.
- Serve as an advocate for one's own department while at the same time supporting the wider mission of the school during meetings with the other department chairs and with administrators
- Support a culture of healthy and open discussion about school issues, while also showing active support for the school's decisions.
- Facilitate department meetings that promote participation from all department members; Keep department meetings focused on curricular or teaching issues or needs of the students; Use meetings to make sure administrative details are being attended to as well as to engage in meaningful conversation about teaching and learning.
- Participate in formal and informal efforts to strengthen and improve leadership skills and seek out feedback on leadership as often as possible. Have a purposeful approach to developing leadership and collaboration skills.
- Responsible for attending district meetings related to content as needed.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Building Principal

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting/Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.