

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DEPARTMENT HEAD (St. Marys High School)

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- The department head is responsible to the principal in the general areas of program maintenance, development and improvement, department coordination, and integration of their discipline into a total school/cross curricular program.
- The department head is expected to be proficient, aware and active in 21st Century Teaching, classes of the content area and associated their content standards, instructional techniques and strategies, and integration of technology to improve instruction and student learning in his/her department and school.
- The department head must be able to accurately demonstrate knowledge of their content area and approved curriculum.
- The department head will serve as a liaison to teachers within his/her department and the principal/assistant principal.
- The department head will meet with department members on a bi-weekly basis (minimum) with a copy of the agenda/notes submitted to the principal.
- The department head will attend department head meetings called by the principal/assistant principal.
- The department head will meet with the principal on a monthly basis as directed.
- The department head will issue an invitation to the middle school administration and department members at least twice a year (beginning of the year and end of the year) for purposes of collaboration and vertical teaming.
- The department head will manage the department in a manner that promotes positive and productive relationships between colleagues and the administration.
- The department head will demonstrate a willingness to examine and implement change necessary to improve student achievement.
- The department head will facilitate their department's data analysis to inform instruction.
- The department head will serve as the liaison for their department on matters associated with new text adoptions and recommend supplementary materials for his/her department as warranted.

- The department head will assist in the inventorying of textbooks as directed by the administration.
- The department head will assist in the development/administration of benchmark assessments and semester exams.
- The department head will recommend professional learning opportunities for his/her department as needed.
- The department head will assist new teachers in methodology, technique, materials, or any other function needed to enhance the new teacher's ability to be successful.
- Review and submit requests for new instructional materials and supplies for the department.
- Make recommendations for high school master schedule.

PHYSICAL DEMANDS:

The physical demands described 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. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Amended: October 25, 2016