

# North Kingstown School Department

## Job Description

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<b>Position Title</b>	<b>Department Chairperson</b>
<b>Reports To</b>	High School Principal
<b>Level/Grade</b>	9-12 English Language Arts, Math, PE/ Health, Science, Social Studies, Special Education , Unified Arts, Career 6-12, Guidance 6-12, World Languages 8-12,

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### Qualifications

Must be full time staff member at the High School

### Essential Duties and Responsibilities

Under the general direction of the Principal of the High School (and Middle schools as applicable), Assistant Principal for Teaching and Learning, and Assistant Superintendent for Teaching and Learning (for Special Education Department Head, this list includes the Director of Pupil Personnel). The Department Chair has major responsibility for instructional leadership, evaluation, and for advising the administration in the areas of curriculum development. The Department Chair also coordinates and supervises the professional personnel assigned to the department. Specifically, the Department Chair shall perform the following:

#### Administration

- Conducts department meetings on a regularly scheduled basis.
- Interprets the department's program to the school staff and community.
- Plans, prepares, and administers the department budget.
- Supervises procedures for the selection, adoption, care, and inventory of textbooks and instructional materials.
- Joins with other department chairs to coordinate interdepartmental programs and activities, as needed.
- Solicits volunteers to run activities and programs related to the department.
- Assists in the selection and assignment of departmental personnel.
- Assists in the scheduling process.
- Assists in the scheduling and preparation of substitute teachers assigned to the department.
- Insures availability of instructional materials for the opening of school in the fall within financial constraints.
- Submits bi-monthly (every two months) reports to the principal that describe departmental activities.
- Attends weekly bi-weekly Instructional Team meetings to discuss administrative, curricular, and instructional issues.
- Attends regularly scheduled monthly meetings with the Principal or designee to discuss administrative, curricular, and instructional issues.
- Facilitates development, implementation, and evaluation of state, district, school and department goals.

- *Guidance: Oversees the high school master schedule and all guidance programming at the high school and middle level.*
- *Careers and World Language: Responsible for coordination of curriculum, instruction, and assessment at the middle level.*

### **Curriculum**

- Assumes leadership for the implementation of departmental curriculum objectives.
- Conducts an ongoing program of curriculum evaluation and revision.
- Makes recommendations on curriculum change.
- Serves on active district curriculum committee meetings.
- Advises the Assistant Superintendent and building administration in developing, reviewing, and revising the curriculum for each course offering.

### **Instruction**

- Assists teachers in developing instructional strategies and resolving instructional problems and serves as a resource on curriculum questions.
- Participates in district-required professional development initiatives pertinent to departmental staff.
- Makes regular classroom visitations of department personnel, and in accord with evaluation procedures, provides follow-up written reports and consultations.
- Provides input and recommendations to the principal regarding department personnel.
- Makes recommendations on teacher scheduling.
- Reviews departmental data with the department and administration, and uses the information to revise curriculum, instruction, and assessment practices.

### **Assessment**

- Oversees creation, implementation, analysis, and response to departmental common assessments, especially final and mid-term exams and anchor assignments.
- Oversees departmental common planning and implementation of corresponding departmental initiatives.

### **Terms of Employment**

Two year commitment.

See Contract for stipend and release time details.