



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
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Business Administrator
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INTERNAL ANTICIPATED NOTICE OF VACANCIES 2018-2019

Departmental and Grade Level Chairpersons:

Grade K	ELA 6-8
Grade 1	ELA 9-12
Grade 2	Mathematics 6-8
Grade 3	Mathematics 9-12
Grade 4	Science 6-12
Grade 5	Social Studies 6-12
Mathematics K-5	Special Education 6-8
Special Education K-5	Special Education 9-12
	LOTE 7-12
	Business/Technology 7-12
	Art K-12
	Music K-12
	Nurse K-12
	Physical Education K-12
	School Counselor K-8
	School Counselor 9-12

See Attached Job Description

This is a one year appointment with responsibilities for the 2018-19 school year. These positions shall receive remuneration in accordance with the D.T.O. contract.

Interested persons should apply on or before **May 17, 2018** in writing to:

Susan B. Frey, Assistant Superintendent
for Curriculum Instruction and Personnel
Depew Union Free School district
5201 S. Transit Road
Depew, NY 14043

"Inspiring, Challenging, Achieving"

DEPARTMENT/GRADE LEVEL CHAIRPERSON:

This is a one year appointment with responsibilities for the 2018-19 school year. These positions shall receive remuneration in accordance with the D.T.O. contract.

TEACHER LEADER JOB DESCRIPTION:

Instructional Leadership

- Provide leadership in the development, implementation, and coordination of the district's K-12 curriculum, aligned to the NYS Next Generation Learning Standards
- Provide leadership for technology integration in specific content area, using formative assessment data, looking at student work and utilizing researched based instructional practice to improve student achievement.
- Meet monthly with Instructional Leadership Team (8:00am-9:00am for CHE; 2:45- 3:45 for DMS/DHS)
- Hold department/grade level meetings a minimum of 40 minutes per month to discuss instructional strategies and other professional development activities. Meeting agendas and minutes must be saved in Schoology ILT folders
- Coordinate the day-to-day operations of department/grade level needs and requests.
- Provide leadership in developing departmental/grade level action plan to align with CDEP (Comprehensive District Education Plan).
 - This must document S.M.A.R.T. (specific, measurable, attainable, results-oriented, and time-bound) goals, strategies and outcomes focused on increased student achievement.
- Assist in recruitment, screening, interviewing and training of instructional personnel.
- Serve as an informal mentor for new teachers in the department.
- Assist in textbook/software selection process

Professional Development and Collaboration

- Provide turnkey training and support for job embedded professional development throughout the year
- Promotes a culture where professional collaboration is valued and emphasized, working in grade level/department PLC's to analyze student assessment data
- Is able to effectively communicate feedback in a constructive manner
- Meet all calendar deadlines for information requested by administrative team (e.g. newsletter articles, student achievement information needed by data teams, curriculum information, class activities, etc
- Assist in ongoing professional development of all department/grade level members.

Collaborate with administrators to:

- Resolve specific department/grade level issues
- Ensure consistency in teaching across grade levels
- Ensure alignment of K-12 curriculum to the NYS Next Generation Learning Standards

Data Driven Inquiry

- Serve on building Data Team when needed
- Access, share and review student academic achievement data
- Serve as turnkey trainer for software tools utilized by the District where appropriate