

**Roswell Independent School District
Job Description**

Job Title: DEPARTMENT CHAIRPERSON - TEACHER

Reports To: PRINCIPAL

General Job Description:

The department chair provides instructional leadership and enhances articulation regarding curriculum alignment with standards, the development and implementation of common assessments, and the use of effective instructional strategies that will most appropriately meet the needs of students. The duties of the department chair are critical to the overall educational program of the school and require effective and ongoing communication and collaboration with staff and administration.

Essential Duties and Responsibilities:

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Manage the department in a manner that promotes positive and productive relationships between colleagues, students, parents and community.
3. Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement.
4. Follow board policies and administrative rules and regulations.
5. Select, use and interpret evaluation data.
6. Be available to parents, students, administration, and colleagues outside the school day when needed.
7. Develop and use community and professional resources.
8. Chair all department meetings utilizing sign-in sheets and agenda's.
9. Serve as a consultant to teachers within his/her department and principal's district wide.
10. Provide leadership to department committees for new text adoptions, and recommend supplementary materials for his/her department. Inventory textbooks and equipment as needed by the administration.
11. Be knowledgeable in new trends and developments within his/her departmental content area, and recommend pilot or experimental programs for consideration.
12. Recommend and/or provide in-service training programs for his/her department when needed. Attend or facilitate those programs as the leader of the department.
13. Assist new teachers in methodology, technique, materials, or any other function needed to enhance the new teacher's ability to be successful.
14. Provide the leadership for developing curriculum for his/her department.
15. The department chairperson will lead the effort in working with middle school department chairperson(s) to coordinate the curriculum throughout the district.
16. Select people for any advisory committees necessary for his/her department. Make sure that the advisory committees meet when necessary.
17. Complete or assist with all surveys, forms, and state reports that are required of his/her department by local administrators or the Public Education Department (PED).
18. As requested by the building principal, observe the teaching of members of the department that might need assistance in classroom management, development of lessons, or any other area related to classroom teaching. Conference with the teacher and make constructive recommendations.
19. Administer the budget and resources if allocated to the department.
20. Review requests for new equipment, instructional materials and supplies for the department. When requests are appropriate, submit request following district procedures and place the order following purchasing protocol.
21. Represent the department as necessary for evaluation cycles by the Public Education Department.
22. Make recommendations for high school master schedule.
23. Attend, or select another department member to attend, conferences mandated by the Public Education Department or conferences that the high school principal or Administration Office Administration believes would be beneficial for a department member to attend.
24. Attend department chairperson meetings called by the high school administration or Administration Office Administration.
25. Recommend any changes in the registration handbook to the Principal or designee.

DEPARTMENT CHAIRPERSON – TEACHER (CONT'D)

- 26. Monitor the curriculum that is being taught in the classroom by the department members.
- 27. Work with all principals and counselors to ensure the department runs smoothly.
- 28. Maintain confidentiality with sensitive matters.
- 29. Maintain accurate and detailed records.
- 30. Be flexible and able to prioritize tasks.
- 31. Attempt to deescalate staff; listening/visiting with them about their concerns prior to them meeting with administrators.
- 32. Other tasks deemed appropriate or necessary by your supervisor.

Supervisory Responsibilities:

Members of said department.

Qualifications:

- 1. Bachelor's degree or higher.
- 2. Current Level II or III New Mexico teaching license with endorsements as needed.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board. This position receives an increment.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date