

NELSON COUNTY SCHOOLS
Job Description

TITLE: DEPARTMENT CHAIR HEAD – High School

QUALIFICATIONS: Holds valid Kentucky certification for Secondary teaching

REPORTS TO: Principal

JOB GOALS: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

Demonstrates Instructional Leadership.

Assists in the development, implementation and supervision of department's content standards.

Facilitates the development of programs and monitors implementation of curriculum that meets the needs of all the students.

Implements an ongoing program of student work evaluation.

Analyzes and utilizes all CATS test data for the improvement of curriculum for instruction.

Maintains a school-wide climate and organization for learning (high expectations, cooperation, support, positive attitudes, etc.)

Facilitates the development of curriculum/instructional programs based on theories, research findings, and needs assessment results.

Encourages new ways of teaching; reorganizes classes, students and subjects; and uses new forms of formative and common assessments.

Identifies and communicates effective teaching strategies, classroom management strategies, and strategies for altering pupil behaviors.

Models effective instruction; provides on-going technical assistance; assists in strengthening lesson plans; provides guidance on curriculum alignment.

Incorporates computer and other technology into the management and instructional processes.

Provides on-going technical assistance to teachers.

Works with special educators in implementing the IEP for special education students to appropriately modify instruction, services, and expectations for students referred for special education placement.

Identifies and communicates effective instructional planning strategies.

DEPARTMENT CHAIR HEAD – HIGH SCHOOL -continued-----Page 2

Determines priorities based on assessed needs, sound theories, financial capabilities, expertise, time-lines, and resources.

Monitors department's Comprehensive Improvement Plan encompassing goals, objectives, activities, time-lines, and resources.

Helps develop the school Professional Development Plan.

Monitors the implementation of programs/services through a systematic design.

Supervises the re-evaluation and the adjustment of curriculum/instructional programs as needed.

Utilizes staff in curriculum and instructional improvement.

Assists administration in personnel assignments within their department.

Organizes for maximum time for academic learning.

Works with principal to develop schedules for teachers and students that will provide for the efficient operation of the school and result in a high level of learning for students.

Conducts Professional Learning Community meetings on a regularly scheduled basis (as determined by principal).

Plans and conducts staff development activities to improve competencies of staff.

Attends curriculum committee meetings and facilitates positive faculty and staff attitudes.

Assists substitute teachers.

Prepares and supervises the preparation of reports, records, lists, all other paperwork required or appropriate to the schools administration, attendance, and reporting student progress.

Oversees and coordinates the student referrals for ESS and teachers and staff to work both after-school and during inter-session.

Supports professional development and regular collaboration among teachers, administrators, specialists, support staff and parents.

Utilizes a system for purchasing and inventory control (i.e. textbooks).

Manages financial resources in a most cost-effective manner.

Applies local and state school board regulations to business management decisions.

Demonstrates effective written and oral communication skills with all pupils.

Manages change and new programs by utilizing effective change and pacing strategies.

Solves problems utilizing a variety of techniques.

Makes decisions from a base of relative information.

Utilizes a process for involving personnel in decision-making activities, including faculty meetings, PLC's or department meetings, etc.

Facilitates discussions and decision making sessions efficiently and productively.

Plans and facilitates meetings for optimum use of time and resources.

Manages conflict situations in an effective manner and reacts to stressful situations in a calm and positive manner.

Keeps the principal informed of the departments activities and problems.

Attends workshops, institutes, courses, and conferences relevant to continuing professional development, and managing the school programs.

Demonstrates knowledge of current professional literature and materials including the effective school research.

Demonstrates effective time management practices that accomplish the required volume of work.

Exhibits dependability in carrying out assigned responsibilities.

Accepts constructive criticism and exhibits assertiveness as appropriate in dealing with administrative responsibilities.

Participates in the Nelson County High School administrative team meetings in a positive, helpful and resourceful way.

Works with Central Office staff and other support personnel on school programs and goals related to instruction, professional staff development, and special services.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

Performs other duties assigned by the principal to improve the effectiveness of the department.

KNOWLEDGE AND ABILITIES: To perform the responsibilities as previously outlined.

ABILITY TO: Perform as a leader such that student achievement is maximized.