

DELANO UNION SCHOOL DISTRICT

DEPARTMENT CHAIR (7-8)

JOB SUMMARY

Department Chairs (7-8) serve for a term of one (1) year under the supervision of the site administration. Department Chairs provide organizational leadership and support to all teachers within their department to ensure the department meets student achievement goals.

ADMINISTRATIVE RELATIONSHIPS

Directly responsible to Site Administration.

REQUIRED QUALIFICATIONS

1. Multiple Subject or Single Subject Teaching Credential from an accredited university.
2. Bachelor's Degree or higher from an accredited university.
3. Favorable recommendation from their current principal.
4. Successful experience in implementing research-based instructional practices in the classroom.
5. Demonstrated ability to maintain knowledge and skills in relation to educational trends in curriculum, instruction, and assessment.

ESSENTIAL FUNCTIONS

1. Facilitates the implementation of the Common Core State Standards.
2. Exemplifies research-based instructional strategies.
3. Promotes the use of district core curriculum and pacing guides.
4. Attends, implements, and provides site and district professional development for their site.
5. Creates department meeting agendas in collaboration with the site administration.
6. Leads department instructional meetings.
7. Records and shares meeting notes with site administration and department.
8. Runs data reports after assessments and leads analysis discussions with department.
9. Attends leadership team meetings.

10. Collaborates with site administration and resource staff to ensure that department has necessary supplies and materials to enhance instruction.
11. Creates common formative assessments in collaboration with department and district teams.
12. Works well with others and supports the site and district vision, mission, and goals.
13. Other duties as assigned by site administration.

Board Approved: 9/10/18