

Wentzville R-IV School District
Position Description
Locator: 2.30

Position Title: Department Chairperson – Secondary Schools

Reports To: Principal

SUMMARY

To promote and coordinate the effectiveness of the instructional program of the department.

QUALIFICATIONS/REQUIREMENTS

The secondary department chairperson shall hold an appropriate Missouri teacher's certificate and shall have sufficient interpersonal skills to coordinate the professional efforts of co-workers within the department and administrators within the secondary schools.

ESSENTIAL JOB DUTIES

Curriculum

- Coordination and articulation of curriculum within the same subject area and with other subject areas
- Together with administrators, teachers, and curriculum specialists, evaluates the strengths and weaknesses of curriculum program and instructional materials.
- Assists in developing, implementing, and evaluating new ideas, methods and techniques
- Participates in planning and implementation of curriculum changes to best meet student needs

Leadership

- Serves as leader and model for other teachers within the department
- Keeps the principal informed and advised on departmental problems, plans and progress
- Prepares agenda and conducts departmental meetings at least two times per quarter
- Conducts routine orientation and guidance for new staff members in the department
- Assists the principal in interpreting the nature of the department as well as its promotion

Wentzville R-IV School District
Position Description
Locator: 2.30
Page 2

Administration of Department

- Supervise the ordering, disseminating, inventorying and utilization of equipment and materials for the department
- After consulting with the department, prepare budget recommendations relating to the department for submission to the principal
- Coordinate activities which will communicate the curriculum of the department to the school and the community
- Recommend to the principal a schedule of courses and rooms for the upcoming year
- Acts as a consultant for the principal with regard to strengths and weaknesses of department programs and assists in the collection and dissemination of information for reports
- Acts as a consultant for the principal with regard to strengths and weaknesses of grade level programs and assists in the collection and dissemination of information for reports

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the principal

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position. Additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the District Policy on evaluation of instructional staff.