

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: - Instruction

Standard Title: - Department Chairperson

Primary Function:

Department Chairpersons will execute all duties required for an effective instructional program involving staff and students assigned to their department.

Supervision Received:

Department Chairpersons are directly responsible to the Director of Education and their assigned Principal.

Direction Exercised:

Department Chairpersons are responsible to assist staff and students assigned to their department under the Principal's direction.

Essential Duties:

1. Provides leadership in the development and articulation of district level and building level goals, subject area goals, planned courses of study scope and sequences, etc.
2. Develops a program for the implementation and evaluation of objectives.
3. Schedules and conducts departmental meetings as directed by the administration and as needed.
4. Provides informal orientation and inservice training programs for department personnel.
5. Acts as a resource person for department teachers on curriculum questions.
6. Assists department teachers in the handling of day-to-day problems of instruction.
7. Reports special conditions or problems requiring cooperative action of other departments or administrators.

8. Coordinates work with other areas of instruction and with similar departments at other levels. Arranges for combined departmental meetings to facilitate this work.
9. Keeps the principals informed on departmental needs, programs and plans.
10. Attends relevant school district and professional meetings.
11. Develops the annual departmental requisition for the budget.
12. Provides guidance and assistance, when needed, to pupils in the department.
13. Develops with the librarian, a department library shelf of specific program materials for student and faculty use.
14. Assists in identifying and utilizing community resources for the department program.
15. Participates in summer workshops for the writing of planned courses taught, not to exceed 25 hours. This is not intended to be an annual requirement but will only be required when the chairperson's specific discipline is being reviewed.
16. Assists in the Curriculum Review process.

### Secondary Duties:

1. Assists in the development of the yearly class/course schedule as directed by the administration.
2. Assists in inventory development and maintenance of textbooks, equipment, and materials utilized by the department.
3. Leads the department in analyzing standardized test results and reporting findings to the administration.
4. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
5. Perform temporary duties as assigned by the Principal and/or Superintendent.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Department Chairpersons shall hold at least a bachelors degree and have a minimum of 3 years of experience in the department.
2. Knowledge of program planning, department content area and budgeting.
3. Excellent communication, problem solving and organization skills.

### Salary:

The salary shall be in accordance with the schedule established by the Board of Education.