

## **HAMILTON LOCAL SCHOOLS JOB DESCRIPTION**

**Position:** HS Department Chair

**Reports to:** Building Principal

**Employment Status:** Regular/Supplemental

**FLSA Status:** Exempt

**Description:** Promotes and nurtures the education of the team members by planning and tailoring team meetings; monitoring academic reports and information, assisting with and correcting academic team efforts; serving as liaison with the PAC (Principal's Advisory Committee) team; communicating team efforts within the staff; keeping parents informed.

**NOTE:** The below lists are not ranked in order of importance

### **Essential Functions:**

- Communicates information from PAC meeting to team members.
- Distributing the yearly budget between the different courses and determine larger purchases that benefit the Department as a whole.
- Developing department-wide policies that enforce student responsibility and keep parents informed on a weekly basis.
- Acts as the Lead Decision Maker for continuous Action Planning.
- Assists team members in the development of lesson planning by using a variety of techniques, including lectures, projects, exhibits, field trips, audiovisual and library resources, computers, and the Internet.
- Monitors and assists team members with keeping websites up-to-date, posting homework to Progress Book, entering grades into Progress Book regularly, and overseeing newsletters to parents.
- Coordinating with the IEP Specialist and coaches to ensure the needs of all students (including those who need enrichment) are being met.
- Maintain textbook inventory and orders.
- Develops and maintains systems to track student progress and regroups students for intervention.
- Ensures short cycle assessments are submitted in a timely manner for data entry.
- Using SCA and other data collection methods to create an effective Departmental Action Plan and individual educational plans that best suit the needs of each student.
- Intervenes when achievement declines by mentoring team members with academic difficulties; drawing on best practices and providing resources for additional academic assistance.
- Updates team members' knowledge by attending faculty meetings, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Organizing weekly department meetings.

