

## **HIGH SCHOOL JUDAIC STUDIES DEPARTMENT CHAIR**

### **JOB DESCRIPTION**

The Department Chair (DC) is responsible for providing academic and administrative leadership in the development and realization of goals and quality instruction within an academic department. The Department Chair is charged to promote student achievement within their subject area. The position requires that the Department Chair create and maintain a vibrant and challenging environment for student learning. The position includes the performance of duties as assigned by the Assistant Principals both departmentally and Grades 9-12.

The Department Chair will teach a maximum of five (5) classes per the needs of the school and their department. They should be prepared to instruct any of the courses in their department should the need arise.

### **MAJOR DUTIES & RESPONSIBILITIES:**

#### **1. Educational Leadership**

- Serve as the educational leader, chief articulator and ambassador of department.
- Model habits of creativity, collaboration, reflection and innovation
- Promote and foster educational excellence across subject setting both rigorous standards and high expectations for student learning
- Foster innovation and 21<sup>st</sup> century learning to advance subject area.
- Develop and articulate departmental educational goals and ongoing faculty professional learning.
- Work collaboratively with the Middle School department to better ensure proper skill achievement and scope and sequence of study.
- Collaborate with the Principal and Dean of Academics and Innovation in all curricular areas.

#### **2. Supervision of department**

- Supervise, evaluate, and support faculty within discipline.
- Supervise implementation of curriculum across subject area.
  - ◇ Ensure that within the department every course has clear course objectives.
  - ◇ Oversee within the department the creation of a guaranteed and viable curriculum.
  - ◇ Oversee within the department the gathering of student achievement data.
- Collect/examine department lesson plans.
- Host bi-monthly department meetings.
  - ◇ A copy of meeting agenda will be provided for the department members.

◇ A copy of meeting minutes will be provided to the administration.

- Examine/approve all semester exams.
- Complete a minimum of one (1) formal observation per semester of each department member.
- Monitor or coach all new department members, in addition to a mentor assigned by the administration.
- Make known to all department members any summer academic or job opportunities, college course opportunities, and workshops in field (PD).

3. Administrative Leadership

- Meet, maintain, and facilitate all departmental and school-wide administrative needs.
- Be prepared to substitute should a department member be out and to facilitate materials should no plans be left.
- Order and maintain a sufficient inventory of texts, equipment, and supplies.
- Assist Guidance in determining/ monitoring student ability levels.

4. Recruitment and retention of faculty

- Screen, interview and recommend hiring/dismissal of staff.
- Initiate the candidate search for department staff when appropriate and coordinate this search with the Assistant Principals.
- Serve as the initial contact for candidates, confer with the administration, and coordinate the interview process.

5. Advance department special achievement.

- Monitor department honor societies (where applicable).
- Maintain a department bulletin board.