

Job Description
La Porte Community School Corporation

JOB TITLE: Department Chairperson

SUMMARY: Directs and coordinates educational, administrative, and counseling activities of a secondary school by performing the following duties.

Directs and coordinates teachers, courses, and performs various activities which assist in the functioning of the department.

Qualifications: Master's Degree in Education, a valid Indiana teaching license, and a minimum of three year's teaching experience.

Immediate Supervisor: High School Principal

ESSENTIAL FUNCTIONS include the following. (Other duties may be assigned.)

- Evaluates the educational program to insure conformance to state and school board standards.
 - Coordinates the educational program through meetings with department staff, review of teaching department's activities, and issuance of directives.
 - Confers with teaching personnel, counselors, pupils, and parents on matters pertaining to educational and behavioral problems in school.
 - Establishes and maintains relationships with colleges, community organizations, businesses, and other schools to coordinate educational services.
 - Requisitions and allocates supplies, equipment, and instructional material as needed.
 - Supervises assignment of teachers and pupils to classes, and schedules course offerings.
1. Supervises and evaluates the job performance of department staff members.
 - Makes classroom visitations and evaluates teacher performance.
 - Directs the work of all department employees.
 - Provides guidance, motivation, and encouragement to department members to excel in their jobs.
 - Provides positive corrections for personnel when their behavior warrants such action.
 - Evaluates all department personnel per board policy.
 2. Provides leadership for both faculty and students for the instructional program.
 - Assumes the role of the instructional leader for the department.
 - Evaluates and provides leadership for the instructional program.
 - Prepares the master schedule for department teachers and courses.
 3. Provides leadership for the implementation and maintenance of Corporation-adopted

curriculum programs which includes the supervision of implementation of Corporation developed guidelines.

- Directs the implementation and use of corporation-developed program guides.
- Directs in-building evaluation of curricular programs and makes recommendations for program refinement.
- Develops school curriculum suggestions for study and implementation.
- Provides leadership and participates in Corporation-level curriculum development committees.
- Implements State/Local standards and indicators.
- Ensures compliance with Indiana PL221 and National NCLB regulations and requirements at the department level.

4. Provides for the overall coordination and leadership for the staff development program in the department.

- Conducts formal and informal needs assessment surveys to determine staff growth needs.
- Recommends areas of improvement for staff.
- Implements staff development programs as related to staff growth needs.
- Recommends staff conference leaves and visitation requests per building level PL 221 plan.
- Responsible for the orientation of new staff members.
- Completes department surveys as requested by the principal.
- Serves on committees as asked or when the need arises.

5. Administers the department in accordance with board-approved policies, administrative guidelines, and state statutes.

- Approves curriculum-related programs for regular and extracurricular activities. Schedules meetings and develops agenda items for each meeting.
- Formulates and maintains procedures to ensure the efficient and safe operation of the school.
- Keeps department staff informed of administrative decisions and directives.
- Works with staff for the best implementation of new directives.

6 Supervises and administers the quality level care of the school building and equipment within the department.

- Assumes responsibility to oversee building maintenance and cleanliness.
- Maintains accurate equipment inventories.

7. Completes and approves requested reports from local, state, or Federal agencies.

8. Responsible for the inventory of all equipment, supplies, and textbooks in the department.

9. Participates cooperatively in corporate professional development activities and committees.

10. Attends seminars and professional meetings to stay abreast of current research and curriculum in education, and to share findings with fellow teachers. This would include book-adoption presentations, professional organizations, conferences, etc., related to the department.
11. Responsible for managing the department budget accounts.
 - Identifying and evaluating need of equipment, supplies, and maintenance.
 - Purchasing, distributing purchases, and completing paperwork linked to purchase for supplies, materials, equipment, and textbooks.
 - Meets with salesmen and company representatives.
12. Selects, coordinates, supervises, and serves on the faculty/parent/student book adoption committee.
13. Evaluates and coordinates the planning of the curriculum and its alignment with the State standards.
 - Horizontal mapping between different sections of a course.
 - Vertical mapping between introductory and advanced courses.
 - Vertical mapping between the middle schools and the high school.
 - Coordinates the development and implementation of new instructional programs as needed to attain State guidelines.
 - Appoints and supervises departmental committees.
14. Serves as the department contact person between LaPorte High School and other schools within the LaPorte Community School Corporation.
15. Organizes and heads the selection of departmental award recipients, and presents the award on Award's Night.
16. Provides computer materials for the department, and evaluates computer programs for department use.
17. Calculates book rental fees for the department.
18. Assists the Counseling Department with the Master Schedule, teacher assignments, teacher-student conflicts, course misplacements, parental concerns and other issues.
19. Assists with the disposition of discipline problems within the department when needed.
20. Organizes and/or administers standardized tests, ISTEP, etc.
21. Responsible for departmental student assistants.
22. Reviews the applications and credentials of prospective teachers and serves on the interview team.

23. Coordinates visitations from interested groups through the department.
 - Arranges for guest speakers who make presentations to all or selected classes within the department.
24. Responsible for the orientation of student teachers within the department.
25. Handles any and all unforeseen problems that occur within the department on a day to day basis.
26. Performs any other duties as assigned by the building principal.

SUPERVISORY RESPONSIBILITIES: Directly supervises class room teachers and support staff within the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of a Master's Degree in Education, a Valid Indiana Teaching Certificate, and a minimum of three years' successful teaching experience is required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children, and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, audio recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

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 noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: 193 day work calendar with salary and fringe benefits to be determined by the Board of School Trustees.