

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Department Chair/Building Leadership Team Member

Classification: Certificated - Non-supervisory

Reports to: Building Principal

PURPOSE STATEMENT

A leadership team member serves as a liaison between the principal and the staff and assists specifically with planning professional development activities to promote staff growth for the purpose of improved student achievement in the school. Additionally, the leadership team member may, at the discretion of the principal, provide input on matters related to building management of the school possibly including but not limited to budget allocation, scheduling, staffing needs, and health and safety concerns. Serves on building leadership team.

ESSENTIAL FUNCTIONS

- Responsible to provide an authentic voice of the represented members of school community to the leadership team as a whole and the building principal.
- Assist principal with the planning and organization of Professional Development Wednesday activities.
- Lead activities as determined by the team.
- Assist principal in securing presenters for designated activities from within or outside the school community.
- Responsible to communicate information originating from the Leadership Team to the building staff.
- Assist in developing an understanding of the use of collaboration to enhance the work of the staff.
- Assist in providing current information of best practices in education to the staff.
- Analyze school data with the team to assist in making decisions regarding professional development needs.
- Models lessons and effective instructional strategies for colleagues.
- Provides leadership in the evaluation and selection of all instructional materials in light of Washington State expectations, current research and identified student need.
- Conducts regular department meetings to communicate between administrators, the leadership team, the department and other staff and to address department business.
- Provides leadership in the development of a strong professional learning community by leading or engaging in lesson plan analysis, analysis of student work, “peer coaching” or other activities that are designed to improve instruction and increase student learning.
- Provide leadership in any “self-study”, “school improvement”, or accreditation process.
- Provide input to the principal and assist in decision-making as appropriate regarding functions of the school.

OTHER FUNCTIONS

- Understand course offerings in all departments and works toward a connected and integrated

- program of instruction.
- Maintains an up-to-date department set of course offerings, their associated essential academic learning requirements, and grade level expectations (GLEs).
 - Serves on district level K-12 curriculum committees as appropriate.
 - Provides assistance to teachers new to the department in their preparation and implementation of lesson plans, selection of instructional targets, classroom materials, classroom organization, and management of students.
 - Work with others to develop and sustain a program of student evaluation and course evaluation.
 - Publicizes through normal district channels the outstanding accomplishments of individual staff members, students, or department programs.
 - Serves as a resource person to the principal in master schedule development, communicating the budgetary needs of the department, and identifies instructional material needs within the department and sets priorities for their procurement, and prepares orders based on need.
 - Other relevant duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills required to perform this job includes the ability to work with adults in a change environment. Skills in examining school data and identifying themes is a preferred skill for this role.

Knowledge of or willingness to learn current best practices in instruction and strategies for working with both student and adult learners is necessary to effectively serve in this role. A successful candidate will have knowledge of data analysis strategies and the knowledge of effective interventions to improve student learning. A knowledge of the areas/topics of school reform/restructuring/redesign and strategic planning is necessary.

Ability to speak before groups and communicate effectively with large groups, small groups and individuals will enhance the success of the individual serving in this position. The individual must also have the ability listen to and consider diverse points of view and the ability to work effectively as a member of a team. The ability to support team decisions, even when they may differ from ones own point of view is critical.

Working Environment

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 40% sitting, 10% walking, and 50% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

Experience Minimum of one year teaching experience at the building

Education BA from an accredited college or university.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.

- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

None

Certificates

Washington State Teaching Certificate

Continuing Ed./Training

None

Clearances

Fingerprint/Background Clearance

FLSA Status:

Exempt

Approved:

Salary Range: Based on SCEA Collective Bargaining Agreement Activity Schedule

Classification History:

Job Description Developed: 7/06

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.