



<b>Job Title:</b>	Department/Team Chair	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal	<b>Pay Grade:</b>	Stipend
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	11/15/2011

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**Primary Purpose:**

To provide leadership, coordination, and innovation in assigned curricular area so that each student may derive maximum benefits from the continuing pursuit of the subject involved.

**Qualifications:**

**Education/Certification:**

Valid teaching certificate

**Special Knowledge/Skills:**

Strong organizational, communication, and interpersonal skills

**Experience:**

Minimum three years teaching experience

**Major Responsibilities and Duties:**

**Program Management:**

1. Assist in establishing department/grade level curriculum objectives, and oversee the plan for the implementation and evaluation of these objectives.
2. Conduct department/grade level meetings, and attends relevant school, district and professional meetings as necessary.
3. Assist teachers in the handling of day-to-day problems of instruction and acts as a resource person for teacher on curriculum questions, TTAS testing, and standardized tests.
4. Recommends to the principal materials that need to be ordered and distributes these materials to the department or grade level when they arrive.
5. Assist in maintaining an accurate inventory of the department or grade level materials.
6. Provide assistance to department substitutes as needed.
7. Assist the school librarian in selection of library materials and in development of a professional library.
8. Assist in identifying and utilizing community resources.
9. Assist the principal in interpreting grading policies, promotional policies and the district's instructional program to parents and the community.
10. Keeps informed on educational innovations and trends.
11. Assists teachers in preparation for TTAS and standardized tests.
12. Carries through duties as assigned by the principal.
13. Assists the subject specialist in coordinating program needs.
14. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise assigned teacher aide(s) as needed.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate (verbal and written); ability to instruct. Maintain emotional control under stress. Frequent standing and walking. Requires visual acuity and hearing.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*