

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Division Chairperson

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. Valid Teaching Certificate
2. Type 75 or Type 10 with proper coursework/certification preferred
3. Valid transcripts, certification, and pre-employment requirements per the district and the state of Illinois

Terms of Employment:

- Year-to-Year Contract
- Differential

Duties and Responsibilities:

1. Serve as instructional leader for the department and school.
2. Conduct non-evaluative classroom observations and provide constructive feedback to department members.
3. Provide leadership and guidance for building and district SIP goals and other initiatives (i.e. Standards Based Grading, PARCC prep, etc.).
4. Assist with development of Tier 1 and 2 academic and behavioral interventions based on MTSS model of intervention.
5. Facilitate curriculum development and divisional goals (i.e. SIP, course offerings, planning report).
6. Participate in formal and informal meetings with other division chairs in other schools for the purpose of vertical articulation of curriculum and instructional practices.
7. Assist the administrators and teachers in reviewing assessment data and analyzing student achievement on common assessments.
8. Research best practices in instruction and model lesson planning and strategies with department.
9. Attend required summer and after school training as needed.
10. Facilitate subject area team meetings and assist the building administration in assuring the proper administration and supervision of the divisional budget, inventory and the educational program.
11. Engage in regular meetings with the principal and/or associate principal.
12. Develop, implement, and monitor building transitions as it relates to academic and behavior success (i.e. sixth to seventh, eighth to ninth grade and from ninth to tenth grade).
13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

15. Represent the Harlem Consolidated School District in a professional manner.
16. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.