

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Division Chair

Supervisor: Director of Elementary
Education

FLSA Status: Non-Exempt **Employee Group:** Differential

Qualifications:

1. Valid Illinois Professional Educator License currently registered with appropriate endorsement applicable to teaching level assigned and teaching field(s), or Provisional Educator endorsement in appropriate area.
2. 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/grade level and District.
2. Provide leadership and guidance for District goals and other initiatives (i.e. Standards Based Grading, PARCC prep, etc.).
3. Facilitate curriculum development and divisional/grade level goals (i.e. courses, curriculum guides, etc.).
4. Participate in formal and informal meetings with other division chairs for the purpose of vertical articulation of curriculum and instructional practices.
5. Assist the administrators and teachers in reviewing assessment data and analyzing student achievement on common assessments.
6. Research best practices in instruction and model lesson planning and strategies with department.
7. Attend required summer and after school trainings as needed.
8. Facilitate subject area/grade level team meetings and assist the District administration in assuring the proper administration and supervision of the divisional budget, inventory and the educational program.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
11. Represent the Harlem Consolidated School District in a professional manner.

12. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.