



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

Job Title: High School Department Chair

Work Days: 195 Day Contract (Does not include holidays)

The department chair provides instructional leadership and enhances articulation regarding curriculum alignment with Indiana Academic Standards and/or industry standards, where applicable. The department chair facilitates the development and use of common assessments in order to determine instructional strategies that will most effectively meet the needs of students. The duties of the department chair are critical to the overall educational program and require effective and ongoing communication and collaboration with staff and administration.

Qualifications

- Valid Indiana teaching license for the assigned grades, level and/or subject(s)
- A minimum of five (5) years of successful secondary classroom teaching experience required
- Master's degree preferred
- Building level administrator license preferred
- Demonstrates leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback
- Possesses strong pedagogical knowledge and experience with effective content specific instruction and assessment
- Shows a proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners
- Ability to work positively with fellow administration, staff, students, and families
- Demonstrates a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement
- Significant understanding of secondary pedagogy including culturally responsive teaching, classroom management, and professional learning communities
- Knowledge of applicable federal and state laws impacting education
- Displays excellent written and oral communication skills, including presentations, reports, memoranda, letters, grant proposals, curriculum documents, workshops and evaluations
- Strong work ethic, self-directed, and self-motivated

- Flexible schedule: obligations may occur outside of typically contracted hours and days in order to meet teacher schedules

Performance Responsibilities

Curriculum, Instruction, and Assessment

- Take an active role in program evaluation, material selection, and implementation for content area, including general education and intervention or support classes
- Research and vet available and potential materials and tools to support classroom instruction
- Provide direction and coordination for how the curriculum is taught consistent with administrative expectations, district strategic plan, school improvement plan, vertical articulation, and high impact Tier 1 instructional practices
- Assist in vertical and/or horizontal articulation efforts throughout the district in alignment of content and curriculum, expectations of rigor, professional development opportunities and pedagogy
- Model the practice of mining and analyzing student data to drive collaborative instructional decisions as a critical component of the weekly PLC process
- Promote the creation of common assessments and the utilization of data to drive differentiated instruction
- Co-plan and co-teach to support differentiated instruction and small group instruction
- Support the implementation of inclusionary practices in general education classrooms
- Provide instruction to required number of sections in content area
- Monitor and evaluate emergency sub plans

Leadership

- Assist in the observation and evaluation of classroom teaching; including providing actionable and effective feedback
- Assist in the recruitment, selection, and evaluation of staff
- Coordinate the inventory and ordering of texts, teaching aids, software, supplies and equipment for content area, including general education and intervention or support classes
- Monitor departmental budget and ensures that materials and supplies are provided as necessary
- Submit department budget requests
- Collaborate on behalf of the department with school and district administration and school counseling regarding master schedule, course descriptions, articulation, and student placement in various courses
- Collaborate with high ability coach to ensure equitable access to and opportunity in honors programming
- Communicate and collaborate with school personnel and families to maximize student opportunities
- Assist short- and long-term substitute teachers in carrying out their assigned duties
- Coordinate with administrators and instructional coaches to conduct learning walks and observations to provide teachers with quality feedback to improve practice

Professional Development

- Set annual departmental goals aligned to school improvement plan and district strategic plan
- Partner with instructional coaches to design and facilitate job-embedded professional development based on established goals
- Facilitate all scheduled department meetings. Plan and organize department meetings and submit agendas, attendance, and minutes as directed by school administration
- Attend and actively participate in scheduled curriculum lead team meetings. Disseminate information from curriculum lead team meetings to teachers
- Attend and actively participate in scheduled department chair meetings.

- Update school and district administration regarding practices and expectations, instructional techniques, materials, curriculum, and assessment
- Build strong relationships with educators within and beyond MSDWT
- Model ongoing curiosity and inquiry by staying current in relevant research, theory, and practice and maintain active membership in professional organizations
- Attend PLC, provide feedback via PLC notes, and attend all related professional development training opportunities
- Provide support to classroom teachers in the areas of pedagogy, classroom management, establishing a strong learning environment, and intentional planning
- Develop and conduct orientation in the content area for new teaching staff
- Provide mentorship to new teaching staff
- Collaborate with building and district instructional coaches to model continuous growth

Additional Duties

- Follow board policies and administrative rules and regulations
- Supervision duties as assigned by administration
- Other related duties as assigned by the building principal or designee and district administrators as designated by the Superintendent

Physical Requirements

- (1) Seldom = Less than 25% (2) Occasional = 26 to 50%
 (3) Often = 51 to 75% (4) Very Frequent = 76% & above

Ability to stand for extended periods of time. (1)

Ability to lift 25 lbs. (1)

Ability to carry 25 lbs.(2)

Ability to work at a desk, conference table or in meetings of various configurations. (4)

Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)

Ability to hear and understand speech at normal levels. (4)

Ability to communicate so others will be able to clearly understand a normal conversation. (4)

Ability to operate office equipment. (4)

Ability to reach in all directions. (4)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

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