

Twin Falls School District #411

Job Description

Job Title: Secondary District Department Head (6-12)
Department:
Reports To: Director of Secondary Programs
Supervises: Department
FLSA Status: Exempt, 9-10 month year, wage per Collective Bargaining Agreement
Prepared By: Human Resources Department
Prepared: 01.07.2020
Approved By: Board of Trustees
Approval Date: 02.10.2020

JOB GOAL

To provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students. Must also serve as a liaison between teachers, building principal and the leadership team, as well as the curriculum director and district office administration.

QUALIFICATIONS (Minimum)

- Bachelor's degree
- Secondary teaching certificate
- Minimum of two year's district teaching experience
- Excellent written and verbal communication skills
- Excellent interpersonal skills

ESSENTIAL DUTIES include the following (or other duties as assigned by the Superintendent, Board, or designee)

Communication

- Provides information/input regarding school schedules and the department's program involving teachers, classrooms and courses
- Assists in the review of teacher applicants and hiring recommendations to the principal and Human Resources Department
- Orients new personnel to the department on procedures and policies of the school as well as curriculum and assessment
- Schedules and facilitates department meetings (inter-building and inter-district) as well as supporting regular grade level/subject area meetings
- Provides accurate, substantive feedback in a timely manner
- Reviews, evaluates and recommends students and teachers for participation in symposiums, special classes, awards, and scholarships

Resource Management

- Oversees the department budget and evaluates/recommends materials and equipment to be ordered
- Conducts and keeps an inventory of department materials, including textbooks and submits replacement orders for lost or damaged textbooks
- Reviews department's curriculum documents as posted on the district website

Curriculum Development

- Oversees activities in the subject area related to its placement on the curriculum cycle (program review, textbook adoption, implementation, and assessment alignment)
- Defines, promotes awareness of, and maintains adopted curriculum and program support
- Enhances cross-curricular articulation with other departments
- Maintains and/or revises instructional materials based on current research and department/school philosophy
- Facilitates the ongoing work of updating content standards, common course syllabi, and pacing guides/course calendars

Program Evaluation

- Facilitates grade level planning, curriculum alignment, and assessment
- Coordinates and facilitates data gathering, analysis, and reporting of student achievement results (courses, district assessments and statewide assessments) in the department's courses
- Uses data to recognize achievement and set targets for future improvement
- Assists in recommending professional development to meet the department needs for program improvement
- Performs other tasks and assumes other responsibilities as the principal, director, superintendent and/or board may assign

PHYSICAL DEMANDS (*Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.*)

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects. Lifting of more than 50 pounds or one-fourth their body weight is not required
- The ability to sit at various table, desk and/or chair sizes, walking, standing, sitting on the floor, kneeling down to smaller children.
- Navigating stairwells, participating in fire drills or other drills during an emergency situation, navigating through hallways and doorways, navigating through rows of desks in classrooms, navigating between buildings on secondary school campuses.
- Manual dexterity to operate business related equipment, perceive the nature of sound, near and far vision, depth perception, providing oral and written information.

EVALUATION

Performance of this position will be evaluated in accordance with the Board's policy on evaluation of certified personnel

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

Date/year

Employee signature