

EL MONTE UNION HIGH SCHOOL DISTRICT
Department Chair – Core
(English, Mathematics, Science, & Social Science)
Position Description

Overview:

The *Department Chairperson - Core* is key in providing leadership and preserving the instructional integrity of the department. The responsibility for the quality of instruction and the level of student success rests primarily on the classroom teacher, but the Chairperson, Assistant Principals and Principals have the responsibility to assist the classroom teacher in achieving success.

The *Department Chairperson - Core* is a “highly qualified” individual in a core subject area (math, English, science, and social science) who has comprehensive knowledge and expertise of both the Content Standards for California Public Schools and how to assess and evaluate student performance in attaining said standards. The *Department Chairperson - Core* will provide expertise, guidance, coaching, leadership, and support to promote student success in mastering the California State Content Standards.

Responsibilities:

Under the general supervision of the site Principal and Assistant Principal for Instruction, and in coordination with the Assistant Superintendent for Educational Services and the Director of Research and Curriculum, the *Department Chairperson - Core* will be responsible for the following:

1. Serve as an instructional leader to promote effective teaching strategies to ensure student mastery of the California Content Standards
2. Continue in the development of curriculum guides in the department for those courses that have not been addressed
3. Develop, distribute, and assist with the analysis of Common Formative Benchmark Assessments (CFBAs) to monitor student progress towards the mastery of the California Content Standards with assistance from the department *Instructional Course Leads*
4. Serve as a resource for department members with regards to Edusoft
5. Work with the department members to understand and establish specific class goals in September related to English Learners (ELs) and Students with Disabilities (SWD)
6. Use State assessment results (e.g., STAR, CAHSEE, & CELDT) and CFBAs to identify areas of students’ strengths and needed growth relative to the California Content Standards.
7. Work to establish uniform grading practices and inter-rater reliability – rubrics where appropriate
8. Assist with the creation/revision of the Single Plan for Student Achievement (SPSA) relevant to strategies being used to increase student achievement in the core areas
9. Articulate with feeder schools
10. Develop study guides and model lesson plans in a standardized format to post on district website
11. Work with the *Instructional Course Leads* in the department to monitor data team meetings
12. Work with the *Instructional Course Leads* to collect and share best practices in an organized friendly format
13. Serve as a leader and support in the department including:
 - Assist in the development of new course outlines aligned to the State Standards
 - Assist in the implementation of new and existing course outlines
 - Support a positive learning environment
 - Assist in the master schedule and teacher assignments within the department
 - Assist in assessing professional development needs of members of the department including distribution and collection of the District Professional Development Survey

- Assist department members in the Advanced Placement course audit procedures
 - Promote high expectations with all members of the department
 - Serve in a leadership role during WASC process
14. Represent department positions and concerns at both the school and district level
- To convene meetings with the department
 - To attend Site Curriculum Meetings and other leadership meetings
 - To represent the department at District Curriculum Meetings
 - Identify and recommend possible solutions to school/department problems
15. Assist in the selection, ordering and distribution of textbooks, equipment and instructional materials and supplies as appropriate to the department and the School Plan
- Assist in the adoption of new textbooks aligned to the State Standards
 - Assist in the ordering and distribution of department supplies, equipment, and textbooks assuring compliance to School Plan
 - To promote and monitor the appropriate use of instructional materials including videos
16. Participate in the interview and selection of teachers and to recommend class schedules
- To assist in the interviews and selection of new teachers and provide input on retention
 - Survey department members regarding assignment preferences and present information to the administration with recommendations

Qualifications:

1. Enthusiasm and planning skills to facilitate and promote professional in-service opportunities
2. Competent knowledge of the California Content Standards in specific core academic disciplines
3. Excellent collaborative, communication, and leadership skills
4. Experience and comfort in working with and leading staff in site, district, and feeder school forums
5. Willingness to promote new researched based strategies and best practices

Compensation:

- In accordance with negotiated Department Chair Salary Schedule
- One period of release time if assigned 20 or more sections at any high school except Ledesma
- Ledesma *Department Chairperson – Core* eligible for stipend only

Term: One school year