

TITLE: Department Head

QUALIFICATIONS: 1. Knowledge of subject matter  
2. Certified teacher  
3. Leadership ability  
4. Ability to work with people

REPORTS TO: Principal

SUPERVISES: Assists principal in carrying out instructional program within the department

JOB GOAL: To lead and inspire members of the department to do the most effective job of teaching possible and to work with the principal in maintaining the best learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Teaches assigned classes and performs the teaching job according to the established job description for a teacher.
2. Provides leadership in developing guides; in curriculum study and revision; and in developing instructional policy.
3. Assists in the selection of textbooks and classroom materials.
4. Organizes and conducts department meetings in working with the principal.