

## Central Columbia School District Position Description

Position Title: Department Head  
Department: District  
Reports To: Principals, Curriculum Coordinator  
Prepared By: John Kurelja Date: 5/1/09

### **SUMMARY:**

The primary focus of this position is the development and delivery of the curriculum for which the person is responsible in accordance with the philosophy, objectives and policies of the school district.

**ESSENTIAL DUTIES and RESPONSIBILITIES:** (prioritized by level of importance) *Other duties may be assigned.*

- Provides leadership in the development of the departmental curriculum.
- Participates in analyzing district data to make recommendations for both assessment and curricular development
- Administers the selection of all departmental textbooks and makes recommendations to the Act 48 Committee. Pending approval by the Act 48 Committee the Curriculum Coordinator will present the recommendation to the School Board
- Exercises leadership within the department for curriculum and instructional development and implementation
- Develops, with the principals, prior to scheduling, a list of subjects to be offered and teacher-class assignments within the department.
- Assists the principals in the selection of new teachers for recommendation to the Board of School Directors.
- Assists in the orientation of new teachers.
- Keeps the principals and the curriculum coordinator informed of all departmental needs, programs and plans.
- Works with the building librarians to develop a departmental library of pertinent and up-to-date literature and resources.
- Adheres to the schedule of meetings set forth in this document and reports to the principals and the curriculum coordinator the members attending, items discussed, and all recommendations and requests.
- Keeps up-to-date on developmental changes in their discipline area.
- Models and promotes professional interactions among colleagues.
- Assigns textbooks to the members of the department.

## **DEPARTMENT MEETING SCHEDULE**

September-	Department Meeting
October-	
November-	Department Meeting
December-	K-6 and 7-12 Department Heads meet with the Curriculum Coordinator (Discuss Plans January In-Service)
January-	K-12 Department Meeting
February-	
March-	Department Meeting
April-	K-6 and 7-12 Department Heads meet with the Curriculum Coordinator (Discuss Plans for Summer Work)
May-	Department Meeting
June-	
July-	Department Data Analysis K-12 (1-2 days that are mutually agreed upon)
August-	Assessment and Curricular Revisions K-12 (1-2 days that are mutually agreed upon)

All summer hours will be compensated based on the teacher contract.

### **POSITION SELECTION**

The positions will be selected by a team of district leaders comprising the following:

- Building Principals
- Curriculum Coordinator
- CCEA Representative

Positions will be filled during the Spring of the year so that leaders can be in place for the work over the summer and to plan for the upcoming school year.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

Bachelor's Degree with a major in assigned curriculum area. A minimum of three (3) years' of teaching in field of certification.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Pennsylvania Teacher's Certificate.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*