

## Auburn-Washburn USD #437 Job Description

**Job Title:** Department Head, Middle School

**Job Code:** 2790

**Reports To:** Principal

### Summary

The department head provides leadership and coordination in the assigned department.

### Essential Duties and Responsibilities

- Assists in the preparation of the department budget and oversees the ordering and the expending of department funds
- Oversees the department's supply, textbook, and equipment needs
- Interfaces with the business office and maintains required inventories and documentation
- Keeps records, coordinates the collection of textbooks, and assesses appropriate fees charged for missing texts
- Works with district coordinators and obtains information on new textbooks and material
- Assists in the development and implementation of departmental curriculum standards and tested indicators
- Assists with curriculum evaluation and serves on curriculum committees
- Assists teachers in resolving instructional problems and serves as a resource
- Makes recommendations for curriculum development and program innovation
- Assists in interpreting the district's instructional program to stakeholders
- Recommends pilot programs designed to improve the curriculum and instructional techniques
- Keeps abreast of progress and new developments in the field
- Performs demonstration lessons with students in classroom situations for observation by teachers
- Coordinates departmental curricular revision, rewriting, and course distribution
- Provides the principal and district administrators with course descriptions for all department offerings
- Leads regularly-scheduled department meetings
- Assists with district inservices
- Takes minutes and sends a copy to the principal, dean, and assigned coordinator
- Participates in the interviews of new hires
- Coordinates middle school program with high school program
- Represents department to Board and administration
- Coordinates the work of student teachers within assigned curricular area
- Advises the principal and counselors on class loads
- Oversees testing programs for assigned curricular area
- Assists summer school staff in developing course offerings and selecting staff
- Meets with other department heads and representatives from within and outside the building
- Communicates effectively and promotes positive interpersonal relationships
- Demonstrates how subject matter is organized
- Supports the District's educational mission for all students and implements all Board regulations and policies in a fair and equitable manner
- Performs other tasks and assumes other responsibilities as the superintendent or designee may assign

## **Supervises**

Staff members designated by the Board of Education, superintendent, or immediate supervisor

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.*

### **Certificates/Licenses/Endorsements/Registrations**

Kansas teaching license required  
Required endorsement

### **Education and/or Experience**

Bachelor's degree required  
Five years teaching experience preferred

### **Language Skills**

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Professional Conduct**

Employee is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

## **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 frequently required to stand and talk or hear, and sometimes to walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 pounds, such as equipment and/or AV/VCR carts. The employee must meet multiple demands from several people, and interact with the public and other staff.

Specific vision abilities for this job require reading handwritten or typed material, and the ability to adjust one's 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 the work environment is usually moderate to loud

## **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

## **Terms of Employment**

Salary and work year to be established by the Auburn-Washburn Board of Education

**Date Approved by the Auburn-Washburn #437 Board of Education:** August 15, 2005