



City of St. Charles School District

DEPARTMENT CHAIR, TEAM LEADER, GRADE LEVEL CHAIR

Reports to:	Building Principal
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	School year, annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Department Chair, Team Leader, or Grade Level Chair assist the building administration in the efficient operation of the department, team, or grade levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Disseminates information received for building administration.
- Provides leadership in the development and implementation of curriculum.
- Works with the administration to develop priorities for academic improvement.
- Assist in staff development activities.
- Provide leadership in the analysis of data and the development of strategies for academic achievement.
- Conducts in-service and training for new employees to the building/department.
- Assist in the development of the master schedule.
- Acts as a liaison between the administration and the staff to ensure effective communication.
- Assist the administration in ordering supplies and equipment.
- Maintain inventory of supplies and equipment.
- Attends all meetings called by the administration.
- Coordinates and schedules meetings, agenda, and provides a summary of meetings to administration.
- Assist in the selection of personnel for the building, as requested.

EDUCATION AND/OR EXPERIENCE

Hold a valid Missouri Teaching Certificate.

SUPERVISION RESPONSIBILITIES

Not Applicable.

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.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general business periodicals professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Ability to define problems, collect, review, and analyze data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

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, media, and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with 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 frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, 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 the work environment is quiet to loud depending upon the activity in the particular part of the day.

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

Department Chair, Team Leader, GLC
Revised SY 2004-2005