

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204

ADMINISTRATIVE POSITION DESCRIPTION

TITLE	Language Arts Division Chair
REPORTS TO	Director of Curriculum & Instruction/Principal
SUMMARY	Supervises, monitors and coordinates curriculum, instruction, academic programs, budget, activities, and personnel in the division.
AREAS OF RESPONSIBILITY	English Department, English as a Second Language (ESL) Program, Theatre, Radio, TV, Publications, and elective area.
QUALIFICATIONS	<ol style="list-style-type: none">1. Minimum Master's Degree, Type 75 Administrative Certificate, and five years of teaching experience.2. Must function effectively under pressure and be able to demonstrate consideration for others.
TERM OF EMPLOYMENT	11 months

POSITION RESPONSIBILITIES

A. Curriculum & Instruction

1. Promotes District initiatives and Board goals.
2. Provides leadership for improving teaching and student learning.
3. Develops and implements long and short range plans for program improvement.
4. Develops, monitors, assesses and revises the curriculum and instruction to improve student achievement.
5. Reviews, selects and evaluates instructional materials.
6. Implements state and District requirements.
7. Keeps abreast of current trends and developments in each area supervised.
8. Articulates with associate schools to achieve effective Township programs; articulates with post-high school programs to achieve continuity in student career planning.

B. Personnel

1. Recruits, interviews, and recommends faculty/staff appointments.
2. Assigns faculty/staff.
3. Orients and inducts faculty/staff within the context of the division.
4. Recommends student teaching assignments.
5. Reviews and recommends professional leaves for teachers.
6. Facilitates staff development within the division.
7. Evaluates certified and classified staff.
8. Implements District policy and adheres to District procedures and negotiated agreements.
9. Plans and conducts division meetings.
10. Assists staff in effective problem solving.

C. Budget

1. Prepares the division budget.
2. Administers budget, including ordering, receiving, and inventory.
3. Plans for long-range capital outlay and equipment needs.
4. Maintains an inventory of equipment and supplies.
5. Prepares grant proposals as appropriate.

D. School Policies and Procedures

1. Monitors grading policies, grading practices, and grade distributions.
2. Monitors attendance policies and procedures.
3. Supervises teachers in relationship to classroom management/discipline issues.
4. Monitors student/parent conferences, as needed.

E. Periodic Reviews

1. Reviews facility condition and utilization.
2. Reviews personnel placement within the Language Arts Division.
3. Reviews Language Arts curriculum.
4. Reviews division's staff development plans.

F. District-wide Meetings

1. Participates in Administrative Team meetings.
2. Participates and facilitates committee, faculty and other meetings as required and assigned.
3. Participates in Board of Education and Board committee meetings as needed.

G. Decision-Making

1. Makes decisions within the framework of District goals, initiatives, policies, and procedures.
2. Provides a sense of direction to staff, community and students.
3. Participates in decision-making at the building and District levels.

H. District Direction

1. Models the behavior and attitudes he/she promotes in others.
2. Celebrates achievements and behavior which advance the division and/or District towards its Mission.
3. Addresses and remediates behaviors which are contrary to the division's and/or District's Mission.
4. Coordinates with staff and other administrators to advance the District towards its Mission.
5. Refers staff and community to improvement goals and Mission.
6. Creates processes to monitor the factors which impact the division's and/or District's progress toward its Mission.

I. School Climate

1. Responds to questions, issues and problems promptly.
2. Consults with staff as part of the decision-making process.
3. Empowers staff within well-defined parameters.

J. Personal Professional Development

1. Participates in local, state and national professional organizations, as appropriate.
2. Promotes change within the division/District in relationship to state/national directions.
3. Conducts a review of the division in relationship to state/national standards/recommendations and to exemplary programs.

K. Unique Responsibilities

1. Develops, monitors and evaluates Language Arts-related co-curricular activities in conjunction with Director of Student Activities.
2. Coordinates interdisciplinary courses with Global Studies Division.
3. Coordinates Title I programs and activities in literacy.
4. Supervises English as a Second Language (ESL) Program.

L. Supervisory Responsibilities

1. Supervises administrative, certified, and classified staff.

M. Other Requirements

1. Other responsibilities as assigned by the Director of Curriculum & Instruction and/or the Superintendent.