



Kutztown Area School District



JOB DESCRIPTION

Title: Department Leader

Reports To: Curriculum Coordinator

Job Description

Provides department leadership for the continuous improvement of the instructional programs. The major areas for which a Department Leader is responsible include budget coordination; facilitation of curriculum writing, review, and implementation; communication amongst the department, building administration, and central office administration; staff development; data analysis; student achievement; and collaboration with other departments.

Requirements for the Position

1. Experience Level
 - A. Three or more years of teaching experience
 - B. Evidence of leadership skills
 - C. Evidence of human relations skills
2. Educational Background
 - A. Master's Degree preferred
 - B. Evidence of continuing professional development
3. Certification Requirements
 - A. Pennsylvania teaching certificate in a related subject area

Major Responsibilities

1. To possess knowledge of related content and keep current of instruction in his/her department/curriculum/level.
2. To develop agendas and coordinate meetings of the subject area members. Meet regularly with department members. Meeting topics shall include, but not be limited to: assessing subject area needs, curriculum study/development, student assessment, requisitioning of materials, supplies and equipment, and the distribution, collection, and storing of textbooks.
3. To provide minutes and attendance lists from curriculum meetings to the Curriculum Coordinator.
4. To oversee the annual inventory of textbooks & supplies and make recommendations as student enrollment mandates.
5. To effectively communicate between department staff, building-level administrators, and central office administrators.
6. To assist new teachers by ensuring they receive the curriculum and provide assistance with implementing the
7. To coordinate budget requests within the department
8. To coordinate the writing of new or revised planned courses of study, making certain that all planned courses are on file and accurately state what is currently being taught.
9. To coordinate the annual development of course descriptions for the student curriculum handbook when appropriate for assigned building level.
10. To work cooperatively with other Department Leaders in the district to coordinate subject matter, activities, and projects.
11. To assure that all planned courses are in concert with the state standards and district student achievement goals through the review of curriculum documents.
12. To keep the building administrators informed on scheduling issues and concerns.
13. To facilitate data analysis to support department goals and promote student achievement.
14. To maintain the confidentiality of privileged information.
15. To assume any other appropriate departmental responsibilities as assigned by the Curriculum Coordinator.

Evaluation and Appointment

1. Department Leaders will be evaluated in writing annually by the Curriculum Coordinator
2. Department Leaders will be appointed annually through an interview process.

Department Leader Positions (2014-2015)

1. Special Education (K-12)
2. Information/Technology Resources (K-12)
3. Special Areas (K-12) (Health/PE, Art, Music, FCS, & World Languages)
4. Mathematics (1 secondary & 1 elementary)
5. Social Science (1 secondary & 1 elementary)
6. Science (1 secondary & 1 elementary)
7. English/ Language Arts (1 secondary & 1 elementary)

PHYSICAL DEMANDS:

- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel, and grasp objects.
- Ability to use both hands for repetitive motion.
- Some bending and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES:

- Visual acuity and auditory acuity.

WORK ENVIRONMENT:

- Typical classroom environment.
- Subject to inside and outside environmental conditions.

TEMPERAMENT:

- Must possess excellent interpersonal skills.
- Must be cooperative, congenial, and service oriented.
- Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY:

- Ability to follow written and verbal directions, to read, write, and communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS:

- Must possess computer skills.
- Ability to operate office equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Kutztown Area School District does not discriminate in our educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school district. EOE.

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