

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Department Head

EXEMPT: Yes

LOCATION: Lincoln Jr. High and Plymouth High School

REPORTS TO: Principal

JOB GOALS: Provide leadership, coordination, and innovation in the assigned curriculum area so each student may serve maximum benefit from the continuing pursuit of the subject area involved.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Acts in an advisory capacity to the school principal.
2. Oversees the development of curriculum objectives for the department.
3. Oversees the implementation and evaluation of these objectives.
4. Conducts departmental meetings as deemed necessary by the department head and/or building principal. A copy of the minutes is to be given to all members of the department, the building administrators, and others designated by the building principal.
5. Acts as a resource person for department teachers and student teachers on curricular and instructional issues and assist in the orientation of new teachers.
6. Manages the department supplies, textbooks, equipment, and supplementary materials, (not limited to ordering, inventory, and disposing of the same.)
7. Works with the principal in preparing budgetary proposals.
8. Advises the principal on the placement of department teachers.
9. Collects and maintains a file of departmental resources (articles, books tapes, websites, etc.)
10. Suggests orientation and training activities for department personnel.
11. Assist in the recruitment and screening of department personnel.
12. Assists the principal in developing and interpreting grading, testing, and placement policies.
13. Attends school district meetings as requested.
14. Meets with other department heads as requested.
15. Helps in the development of subject-related extra and co-curricular activities, assemblies, and career conferences.

SUPERVISORY RESPONSIBILITIES:

The department chairperson chairs department meetings.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

Fifth year college or university program certificate; or ten years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana Teacher's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen, pencil, laser pointer, work boards, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

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.

TERMS OF EMPLOYMENT:

185 days. Salary is determined by the negotiated agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of corporation policy and state law.

Revised 4/16/02