

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Horizontal Chair

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**EXEMPT:** Yes

**LOCATION:** District Elementaries

**REPORTS TO:** Principal and Superintendent's designee

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**JOB GOALS:** Provide leadership, coordination, and innovation in the assigned grade level so each student may receive maximum benefit from the continuing pursuit of the subject areas involved.

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

1. Acts in an advisory capacity to the administration.
2. Oversees the development of curriculum objectives.
3. Oversees the implementation and evaluation of these objectives.
4. Conducts horizontal meetings at least six times a year.
5. Creates and distributes agendas prior to meetings.
6. Prepares and distributes minutes after the meetings.
7. Attends school district meetings as requested.
8. Meets with other horizontal chairs as requested.

**SUPERVISORY RESPONSIBILITIES:**

The horizontal chairperson chairs horizontal 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:**

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 1/17/05*