

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## DEPARTMENT CHAIRPERSON

### QUALIFICATIONS:

- Minimum of five years of successful teaching experience with a demonstrated strong background in content area
- Strong organizational, interpersonal, group leadership
- Strong communication skills
- Knowledge of current research and practices in the content area
- Skill in evaluating and developing curriculum
- Willingness to work in a collaborative environment

REPORTS TO: Principal

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Supervise the development, implementation, and assessment of curriculum in the subject area.
2. Provide leadership for the discipline on district curriculum review committees and particularly in curriculum articulation among buildings.
3. Chair and coordinate meetings dealing with the work of the subject area committees and departments.
4. Supervise any pilot programs related to the discipline.
5. Communicate and work with building principals, community groups, school district administrators, and the Board of Education to maintain the dialogue necessary to understand and implement the curriculum.
6. Communicate decisions about changes in curriculum to department personnel.
7. Maintain departmental books, supplies, inventories, and coordinates budget development.
8. Assist with the analysis of relevant testing data as part of regular curriculum review.
9. Serve as liaison to the guidance department regarding subject area courses and programs.
10. Assume responsibility for other tasks that may be assigned by the building administrator.

### TERMS OF EMPLOYMENT:

This is a ten month position. Stipend to be negotiated per the WTEA collective bargaining agreement.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 1/28/2008  
Revised: 3/28/2012  
5/9/2012  
9/9/2020