



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Department Chairperson	<b>Location:</b>	School Site
<b>Reports To:</b>	Building Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	10 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be misconstrued as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

### Qualifications

- Valid appropriate Arizona Teacher Certificate
- Master's Degree preferred.
- National Board Certification preferred.
- Continuing teacher status preferred.
- Evidence of ability to carry out leadership function within department.

### Skills Needed

- Deep knowledge of PK-12 instruction and skillful application of research-based strategies to provide access to content for all students.
- Experience in assessing skills and knowledge, using a variety of formal and informal assessment tools, and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to facilitate coaching and staff development effectively.
- Ability to design (individually and in collaboration with others) high-quality professional development for teachers/school staff.
- Experience in planning, implementing, and reflecting on school improvement initiatives in order to increase student achievement.
- Ability to support educators at all phases of their careers from novice to veteran through targeted interventions.
- Knowledge and skills in implementing a guaranteed and viable curriculum.

### Function

- Reports directly to the principal, attends monthly department chair meetings, provides feedback to principal on current needs, communicates important items to department.
- Works with administration in establishing procedures and implementing site and district initiatives.
- Serves students and teachers by fulfilling a leadership role in developing and maintaining high standards in teaching and learning.
- Plans for and facilitates department meetings for optimum use of time and resources.
- Keeps principal informed of department successes and issues.
- Supports curriculum implementation and leads needed curricular change within the department while coordinating instruction.
- Works within their department, with other Department Chairs, and maintains a relationship with administration.
- Participates in leadership decision-making with administration and communicates information with staff, acts as a liaison in between staff and administration.
- Prepares for and support teacher induction and professional development at the department level (requires after school and summer commitment)
- Models' effective instructional techniques for teachers and leaders
- Supports common vision for school improvement with staff. Carries out district and site vision at department level.



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### Responsibilities and Requirements

#### CURRICULUM

- Assesses and recommends the need for modification of the total departmental program through ongoing assessment which generates usable data.
- Works with departmental staff in developing plans for writing/revising course guides, syllabi, and/or other means of improving the curricular program.
- Assumes responsibility for the acquisition of new textbooks and other materials by implementing established selection and adoption policies.
- Encourages implementation of effective practices among department staff
- Communicates current research, student needs, developments in the field, and mandates required by local and/or state agencies.
- Provides curricular support for teachers assigned to department by communicating and overseeing standards, scope and sequence, lesson planning, and assessment practices.
- Supports and monitors the effectiveness of educational programs in the department.
- Submits "end of year" department reflection.
- Serves on District level committees and meets with other department chairpersons from other schools for the purpose of curriculum review and articulation.

#### INSTRUCTION

- Observes staff performance and encourages professional development through informal evaluation.
- Works with staff in the implementation of varied teaching techniques and skills which serve to enhance instruction.
- Serves as a resource in assisting teachers to improve their teaching performance.
- Leads professional learning community within department.

#### BUDGET

- Works with the administration in establishing procedures and maintaining records for purchasing which comply with district/school requirements.
- Maintains and certifies annual inventory of materials, textbooks, equipment, and instructional supplies within the department.

#### PERSONNEL

- Assists in interviewing and hiring decisions for department.
- Recommends to the Building Principal individual teaching assignments for department members.
- Orients new teachers to department procedures and educational programs.
- Facilitates meetings to review department practices and to promote the professional growth of all within the department.
- Provides necessary assistance and supervision to substitute teachers serving in the department.
- Encourages and recognizes superior teaching in his/her department.

#### STUDENTS

- Maintains an awareness of student performance related to existing curricular programs.
- Works closely with the Counseling Department in the placement of students enrolled in the department.



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### OTHER

- Performs such other tasks and job-related duties and responsibilities as may be assigned by the Building Principal

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.
- 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.
- Candidate must be able to perform duties of a rigorous work schedule, which may include assisting in lifting, moving, and positioning students.
- Ability to utilize word processor to type computer generated IEPs, enter grades, student progress reports, and take attendance.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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