

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Department Chairperson  
**Report To:** Principal  
**Receives Guidance From:** Principal

**Requirements:**

- Education Level: Bachelor's degree with teaching certificate
- Experience Desired: Minimum of three (3) years of teaching experience
- Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers; sitting, walking, speaking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, turning, grasping and carrying.
- Other Requirements: Knowledge and expertise in the specific department

**Essential Duties and Responsibilities:**

1. As a teacher instructional leader, the department chair will assist teachers in improvement of instruction and assessment, including regular classroom visitation and in-service training. This responsibility includes:
  - designing, facilitating, and monitoring department collaboration,
  - evaluating probationary teachers, providing them with professional assistance,
  - developing and implementing in-school and district-wide in-service programs,
  - supporting the development of effective instructional strategies,
  - modeling effective instructional strategies.
2. Coordinates in conjunction with the principal, policy in matters of teaching assignments, consistency in student evaluation and curriculum planning. This responsibility includes:
  - providing assistance in construction of department teacher schedules,
  - assisting in pairing compatible teachers in coop settings.
  - being responsible for implementing administrative policy within the school.
  - communicating teacher suggestions for improvement to the administration.
3. Holds regular department meetings with feedback to all teachers, administrators and counselors. This responsibility includes:
  - implementing central administrative and building directives,
  - communicating concerns of the central and building administration,
  - communicating concerns and problems to the administration,
  - implementing strategies to support building level school improvement plans, District benchmarks and curriculum.

4. Represents the department at inter-school department chair meetings. This includes leadership in:
  - curriculum development, concerns,
  - technology usage,
  - textbook recommendations,
5. Assumes responsibility for informing teachers about policies in respective schools, assuring that they are implemented. This includes:
  - being responsible for implementing administrative policy within the school.
  - being a “liaison” between teacher and principal,
  - communicating teacher concerns and problems to the administration,
  - communicating teacher suggestions for improvement to the administration.
  - developing schedules for hall monitoring.
6. Promotes programs that would aid the professional staff to become knowledgeable about curriculum and other departments. This includes:
  - providing leadership in building library and enrichment materials and usage,
  - providing leadership in technology usage,
  - coordinating special displays and newsletter articles.
7. Assumes responsibility, with principal, in orientation of new faculty members and substitute teachers. This responsibility includes:
  - providing support and encouragement to new staff members.
  - assisting new faculty members and substitute teachers with their subject matter curriculum, and materials, and lesson plans.
  - mentoring teachers in the department.
  - assisting substitute teachers.
8. Assumes the responsibility for the development of departmental budgets. This includes:
  - ordering, completing inventory, and being responsible for special equipment, supplies and materials for the entire school year,
  - determining textbook and other related teaching material needs within each course,
  - being responsible for AV, the security and development of technology, and other related equipment within the department.
9. Cooperates with the principal and supervises teachers in the placement and training orientation of student teachers. This includes:
  - assisting in placement of paraprofessionals/interns from colleges and universities,
  - assisting in the appropriate selection of supervising teachers.



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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013