

Math or Science Department Chair-Job Description

Overview

Accountable to the Director of Curriculum and Instruction - STEM, the Math or Science Department Chair will lead teachers in implementation of curriculum and instructional practices that result in exceptional student achievement and teaching. With the support of the Director of Curriculum and Instruction, the Math or Science Department Chair is responsible for targeted professional development. The Math or Science Department Chair assists in the research and implementation of best practices in curriculum and instruction and works collaboratively with his or her counterparts at the South Campus.

Responsibilities

Curriculum

- Models and assists teams in modifying and differentiating to meet the needs of the individual learner.
- Assists in teacher training and meets with teachers regularly.

Instructional Practice

- Researches, recommends and assists with implementation of methodologies and practices that lead to high student engagement and achievement.
- Orients teachers and provides ongoing professional development for assigned teachers.
- Observes, mentors and holds accountable assigned teachers regarding best practices in instruction.
- Uses the Eight Abilities and resources such as Doug Lemov's Teach Like A Champion to design teaching methods and practices that create a culture of growth and development.
- Promotes instructional practices that are modified and differentiated to meet the needs of the individual learner.
- Assists in facilitating the integration and use of instructional technology, as appropriate.
- Assists in planning the professional development program for faculty.

Culture

- Serves as a mentor and role model in the creation of a learning environment that supports college readiness and student achievement.
- Assists in planning and delivering orientation for new teachers.
- Provides support for teachers struggling to uphold Carmen Culture.

Department Specific Leadership

- Assist Director of Curriculum and Instruction - STEM in vertical alignment of curriculum and instructional practices across the grade levels.
- Assists course teams through collaboration and data analysis.
- Mentors and coaches a small cohort of teachers in Math/Science.

School Wide Leadership

- Supports the mission, vision and values of Carmen High School of Science and Technology.
- Fosters an environment and culture which promotes respect, responsibility and trust.
- Adheres to the policies and procedures of Carmen High School of Science and Technology.
- Takes on other duties and responsibilities as assigned.
- Participates in and contributes to the Leadership Team and School Improvement Committee.
- Assists in interviewing teachers during the hiring process.

General Qualifications, Skills, Knowledge and Abilities

- Ability to communicate effectively to achieve assigned duties
- Proficient in the use of technology in student instruction
- At least 2 years teaching experience at the secondary school level
- Proven leadership skills and experience
- Knowledge of secondary curriculum and instruction standards and best practices
- Ability to lead and function in an entrepreneurial, fast-paced environment with a mature approach to challenges
- Passion for quality education and high expectations for all students

The Hiring Process

If you are interested in this position, please e-mail the principal with:

- A brief letter of interest
- A resume
- Time availability for a 20 minute interview with the leadership team