

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Middle School Department Chair

Purpose:

The job of the Middle School Department Chair was established for the purpose(s) of promoting the district's curriculum and instructional programs at the district and building level; and collaborating with the principal and other teachers on the building leadership team.

This is a stipend position as defined in the Professional Agreement between the Board of Education and the Arlington Teachers' Association. The position is a two-year term and candidates will be able to submit an application or reapply at the end of the two years.

Reports to: The Middle School Department Chair is under the direct supervision of the Building Principal.

Qualifications:

1. Currently employed as a middle school teacher in District 25 (active status)
2. Successful teaching experience in a middle school in the specific subject area related to the departmental position
3. The candidate demonstrates:
 - a high level of professional commitment to the District's vision and areas of academic focus;
 - leadership skills and the ability to work closely and cooperatively with fellow department team members, other building staff members, building administrators and the Department of Student Learning;
 - a strong insight and understanding of the needs of middle school students;
 - the ability to work collaboratively with diverse groups; and
 - the ability to communicate effectively (written and oral) with diverse groups (i.e. staff, parents, and community members)
4. Candidates must be willing to make a two-year commitment to serving in this position

Compensation: Compensation information is available in the Professional Agreement between the Arlington Teachers' Association and the Board of Education.

Performance Responsibilities:

- Works closely and cooperatively with other teachers in the department, the building principal, and the Department of Student Learning to develop, maintain, implement, and assess the district's instructional programs;
- Assists with the development and administration of the department budget;
- Shares professional growth opportunities as well as current trends and methodologies within specific curricular area with department members;
- Schedules, coordinates, and attends regular department meetings at the building site;
- Maintains notes/records for the successful operation of the department;
- Participates in and provides opportunities for collaborative decision making within both the team and the school environments;
- Assists with the creation and coordination of building schedules as may be necessary for the efficient operation of the middle school program;
- Assists with the development and updates of any necessary communication between the team and students, parents, and/or community;
- Serves as a representative on building and/or district level committees related to the subject matter;
- Maintains an accurate inventory of materials and supplies necessary to effectively support instruction in the department;
- Works cooperatively with the building and district administration to ensure the effective operation of the department and/or district instructional programs;

- Collaborates with other department chairs in the district to ensure consistency of district curriculum and programs;
- Participates in building leadership team meetings;
- Prepares schedules for visiting student teachers, observers, etc; and
- Assists with the articulation of instructional programs with the district's elementary schools, middle schools and with the high schools that serve our students.