

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

DEPARTMENT HEAD

QUALIFICATIONS:

1. Bachelor's degree
2. Certification as required by the Department of Education

REPORTS TO: Building Administrator

JOB GOAL: To provide leadership, coordination, and innovation in assigned curricular area, so that each student may derive maximum benefit from the continuing pursuit of the subject involved.

PERFORMANCE RESPONSIBILITIES:

1. Assists in establishing department curriculum objectives and develops a plan for the implementation and evaluation of these objectives.
2. Facilitate establishing annual department goals that support the progress of the implementation of the district strategic plan, when applicable.
3. Conducts department meetings and attends relevant school, district, and professional meetings as necessary.
4. Assists department teachers in the handling of day-to-day problems of instruction and acts as a resource person for department teachers on curriculum questions.
5. Assumes responsibility for the ordering, inventorying, and distributing of all Departmental instructional materials.
6. Advises the principal on the department's budgetary needs.
7. Assists in identifying and utilizing community resources for the department program.
8. Keeps informed on educational innovations and trends as they relate to department concerns.
9. Communicates and corresponds with colleagues and administration to keep vested parties informed of department's work.
10. Performs such other duties and responsibilities as may be assigned by Building Administrator and/or Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

TERMS OF EMPLOYMENT: Per teachers' contract - Stipend position

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the MSAD #28 Board's policy on Evaluation of Professional Personnel.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History: Approved: 01/16/13

Approved: January 20, 2021