**Job Title**: Division Head

**Summary**: It is the responsibility of the Division Head to supervise, monitor and coordinate his/her departments in the areas of curriculum; instruction; staff supervision; personnel evaluation; budget; inventory; and other duties as shown below or assigned by the Principal.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Teaches one class as may be assigned by the Principal.
* Assists the Principal and leads all departmental staff in the assessment of the educational needs of students, the design of programs and strategies to meet such needs, and the assessment of the effectiveness of such program designs.
* Leads, coordinates, and supervises the staff in all departments under his/her leadership in the evaluation of current programs and in proposing revisions to, deletions from or additions to current programs.
* Assists the Principal in the selection, assignment and evaluation of all departmental staff members, including recommendations for retention or release from the staff member’s position.
* Represents the Board in any disciplinary hearings conducted with a teacher or teachers within his/her division.
* Supervises instruction provided to students and works with division staff members to improve instruction.
* Assists the Principal/Administration with the development of the master schedule and the assignment of staff to division classes.
* Assists with the orientation, mentoring and staff development programs to meet specific and identified needs in his/her division.
* Serves as a liaison within his/her division and between the division and entities in the community.
* Serves as a member of the Principal’s Advisory Council.
* Helps the division stay informed of the latest developments in the profession and disseminates meritorious division activities and programs to the media.
* Prepares, under the direction of the Principal and the Director of Business Services, budgets for the division, monitors expenditures and maintains an accurate inventory of equipment and other materials purchased from the budgets.
* Assists the Principal in the articulation of educational programs in the division with feeder districts.
* Prepares and maintains accurate division records.
* Ensures that the division is in compliance with State standards, rules and regulations and promotes District initiatives and Board goals.
* Assists all staff members in the use of strategies to prepare students for the State mandated standardized tests and the analysis of results from them.
* Assists with the selection, supervision and evaluation of student teachers.
* Provides leadership for a building-wide initiative or emphasis assigned by the Principal.
* Manages division-related grants.
* Provides lunchroom supervision and extracurricular event supervision.
* Evaluates certified staff and non-certified staff (if applicable).
* Assists the Director of Support Services in the creation of the Master Schedule as it relates to his/her division.
* Performs such other administrative tasks relating directly to the division as may be assigned by the Principal.

**Supervisory Responsibilities**: Certified staff members (teachers, librarians, counselors, etc.) and non-certified staff members (program assistants, personal care assistants, clerical staff, etc.) in his/her respective division.

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate
* ISBE Secondary Teaching Certificate with Endorsement(s) in courses taught in his/her respective division
* Possess subject area expertise in at least one of the departments within the division and/or extensive training in curriculum and instruction in general
* Related Master’s Degree or better from an accredited college or university
* Previous administrative experience preferred

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | O | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | S | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 10 month calendar plus 10 flexible days in the summer

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Principal

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act