

- **I. JOB TITLE:** SUBJECT AREA DEPARTMENT HEAD (7-12)
- **II. REPORTS TO:** Building Principals
- **QUALIFICATIONS:**
 - **Required:**
 - a. Strong background in subject area, including teaching
 - b. Strong organizational, interpersonal, group leadership, and teaching skills
 - c. Ability to effectively supervise and evaluate staff
 - d. Ability to analyze relevant data as part of the regular review and revision of curriculum and instructional practices
 - e. Strong written and oral communication skills
 - f. Knowledge of current research and practices in the subject area and in teaching and learning
 - g. Skill in evaluating instructional materials
 - h. Evidence of active involvement in the development of curricula
 - i. Computer literacy and proficiency
 - j. Familiarity with budget development and management and cost containment
 - k. Valid Massachusetts instructional certificate in the subject area
 - l. Valid Massachusetts supervisor/director certificate
 - Preferred:**
 - a. Fluency in two or more languages (Foreign Language only)
 - b. Prior administrative experience

III. PERFORMANCE RESPONSIBILITIES:

- A. Supervise and evaluate personnel:**
 - 1. Assist principals in the observation and evaluation of the teaching staff in the subject area, using district guidelines and annual instructional and performance goals.
 - 2. Work with teachers to ensure thorough understanding of the curriculum and compliance with the approved curriculum.
 - 3. Present demonstration lessons to teachers to enhance understanding of the subject area curriculum.
 - 4. Evaluate the effectiveness of personnel and make (re)employment recommendations to the building principals and superintendent.
 - 5. Assist with the recruitment and selection of new personnel.
 - 6. Use student performance data to assist teachers in revising instructional practices to improve student achievement.
 - 7. Ensure that leave replacement teachers receive support and appropriate lesson plans to guarantee continuity of the instructional program during the subject matter teacher's absence.
- B. Develop and implement curriculum (7-12):**
 - 1. Supervise the development, implementation, and assessment of curriculum in the subject area using state standards, frameworks, and assessments as well as the principles of sound professional practice.
 - 2. Provide leadership in curriculum review/revision.
 - 3. Chair and coordinate department meetings.
 - 4. Supervise any pilot programs related to the discipline.

5. **Communicate and work with building principals, community groups, district administrators, and the School Committee, as appropriate, to maintain the dialogue necessary to understand, implement, and revise the curriculum.**
 6. **Communicate decisions about changes in curriculum to department personnel.**
 7. **Coordinate independent study for the subject area.**
 8. **Develop budgets for the program and monitor accordingly.**
 9. **Provide input on staff development needs to the principals and Professional Development Committee.**
 10. **Advise the principals and superintendent regarding needed program and/or material reviews, revisions, and replacements.**
- C. **Teach the number of classes according to contractual formula:**
1. **Complete all tasks associated with teaching the subject area.**
- D. **Perform site responsibilities:**
1. **Assist the principals with supervision of student activities as requested.**
- E. **Perform related tasks:**
1. **Assist in the organization of district-wide staff development activities.**
 2. **Participate in after school and evening meetings.**
 3. **Coordinate the evaluation of textbooks and instructional materials and report findings to the principals and the superintendent.**
 4. **Maintain books, supplies, inventory, and budget as required.**
 5. **Serve as liaison to the Guidance Department regarding subject area courses and programs.**
- F. **Perform other tasks as assigned by the principals and superintendent.**

Americans with Disabilities Act Statement:

Employees who become disabled must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Masconomet Regional School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.