

ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION

<b>TITLE:</b>	<b>DEPARTMENT HEAD GRADES 7-12</b>	<b>REPORTS TO:</b>	<b>Principals (ZMS &amp; ZHS)</b>
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The Department Head provides instructional leadership and enhances articulation regarding curriculum alignment with standards, the development and implementation of common assessments, and the use of effective instructional strategies that will most appropriately meet the needs of students. The duties of the Department Head are critical to the overall education program of the 7 – 12 schools and require effective and ongoing communication and collaboration with staff and administration.

**REQUIRED SKILLS AND ABILITIES**

- Accurately demonstrate knowledge of the content area and approved curriculum.
- Manage the 7 – 12 department in a manner that promotes positive and productive relationships between colleagues, students, parents, community, and the administration.
- Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement.
- Follow board policies, administrative rules and regulations, and administrative directives.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one’s own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

- To raise academic student achievement by developing content, systems, assessments, and actively participate in the Ohio Improvement Process at all levels.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. Select, use, and interpret evaluation data.
2. Be available to parents, students, administration, and colleagues outside the school day when needed.
3. Develop and use of community and professional resources.
4. Chair all 7 – 12 department meetings.
5. Serve as a consultant to teachers within his/her 7 – 12 department and principals at ZMS & ZHS.
6. Provide leadership to department committees for new text adoptions, and recommend supplementary materials for his/her department. Inventory textbooks and equipment as needed by the administration.
7. Be knowledgeable in new trends and developments within his/her departmental content area, and recommend pilot or experimental programs for consideration.
8. Recommend and/or provide in-service training programs for his/her department when needed. Attend or facilitate those programs as the leader of the department.
9. Assist new teachers in methodology, technique, materials, or any other function needed to enhance the new teacher's ability to be successful.
10. Provide the leadership for developing curriculum for his/her 7 – 12 department.
11. Communicate and collaborate with elementary school principals and teachers to coordinate the curriculum throughout the district.
12. Select people for any advisory committees necessary for his/her department. Make sure that the advisory committees meet when necessary.
13. Complete or assist with all surveys, forms, and state reports that are required of his/her department by local administrators or the Ohio Department of Education.
14. As requested by the building principal, observe the teaching of members of the department that might need assistance in classroom management, development of lessons, or any other area related to classroom teaching. Conference with the teacher and make constructive recommendations.
15. Administer the budget and resources if allocated to the department.
16. Review requests for new equipment, instructional materials and supplies for the department. When requests are appropriate, submit request following district procedures and place the order following purchasing protocol.
17. Make master schedule recommendations.

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18. Attend or select another department member to attend conferences that the principal or district administration believes would be beneficial for a department member to attend.
19. Attend department head meetings called by the ZMS/ZHS principals or the district office.
20. Recommend any changes in the registration course handbook to the principal.
21. Monitor the curriculum that is being taught in the classroom by department members.
22. Work with all principals and guidance counselors to ensure the department runs smoothly.
23. Other tasks deemed appropriate or necessary by the principals or district administration.

TERMS OF  
EMPLOYMENT

Annual Supplemental Contract

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