

## AMHERST EXEMPTED VILLAGE SCHOOL JOB DESCRIPTION

<b>Title:</b>	<b>DEPARTMENT CHAIR (9-12)</b>	<b>File 428</b>
<b>Reports to:</b>	Principal	
<b>Job Objectives:</b>	Provides departmental leadership as a liaison for the instructional program.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid Ohio teacher's license or certificate is preferred.</li><li>• Meets mandated health screening requirement following a conditional offer of employment.</li><li>• Provides documented evidence of a clear criminal record as required by law.</li><li>• Minimum of one-year teaching experience within the Amherst E.V. School District in the appropriate department is preferred.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Follows board policies/administrative procedures and supports the district mission statement.</li><li>• Provides leadership to achieve the district's instructional programs.</li><li>• Serves as the liaison to the administration.</li><li>• Assists with the development of the master schedule to ensure workloads/assignments are reasonable and fair.</li><li>• Participates in the interview process for job vacancies.</li><li>• Assists and responds to teachers in the department.</li><li>• Coordinates regular staff and departmental meetings providing minutes and attendance.</li><li>• Serves as a resource person to staff. Provides and shares resource materials.</li><li>• Maintains the confidentiality of privileged information.</li><li>• Maintains/submits records, correspondence, meeting and reports in a timely manner.</li><li>• Develops and recommends an annual budget.</li><li>• Serves as the representative at meetings inside/outside the district.</li><li>• Fosters partnerships and/or opportunities that enhance district programs and services.</li><li>• Remains current by participating in professional growth opportunities that reflect the current educational trends and standards of local, state and national organizations.</li><li>• Organizes and supervises equipment and inventories.</li><li>• Attends and participates in community forums and meetings.</li><li>• Performs other job-related duties as required.</li><li>• Collaborates with staff on SLO's and student, school, and district data.</li></ul>	

- Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.
- Demonstrates professionalism and contributes to a positive work environment.
  - Performs prescribed activities efficiently with limited supervision.
  - Reacts productively to interruptions and changing conditions.
  - Effectively uses verbal, nonverbal, writing, and listening skills.
  - Completes paperwork accurately. Verifies and correctly enters data.
  - Exhibits consistency, resourcefulness, and resilience.
  - Exercises self-control and perseverance when dealing with staff and the public.
  - Maintains an acceptable attendance record and is punctual.

- Working Conditions:** The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable. when involved in the following situation:
- Exposure to blood-borne pathogens and communicable diseases.
  - Potential for interaction with disruptive and/or unruly individuals.
  - Duties may require operating and/or riding a vehicle.
  - Duties may require lifting, carrying, and/or moving instructional supplies and equipment.
  - Duties may require performing activities that include balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
  - Duties may require traveling to meetings and work assignments. Duties may include communicating needed assistance to assigned aides and volunteers.
  - Duties may require considerable telephone contact and paperwork.
  - Duties may require working under time constraints to meet deadlines.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Adopted 6/16/2014