

Wesleyan School



Department Chair

The department chair has curricular, supervisory and administrative responsibilities. The department chair has a passion for academics and for encouraging teachers in best practice methodology. In this role, the department chair reports to the Assistant Headmaster for Academic Affairs and serves on the Wesleyan Academic Council.

Curricular responsibilities

- ❖ Oversee curriculum K – 12. Communicate needs with Assistant Headmaster for Academic Affairs.
- ❖ Coordinate sequencing of courses K – 12.
- ❖ Oversee the selection of textbooks and other materials for curriculum K – 12.
- ❖ Continue to develop the individual curriculum by grade level.
- ❖ Coordinate with grade chairs regarding curriculum/subject matter questions.
- ❖ Keep an inventory of departmental materials and supplies.
- ❖ Order necessary department equipment or materials through the division principals.
- ❖ Oversee the department budget

Supervisory responsibilities:

- ❖ Coordinate professional development activities of teachers
 - Distribute information to teachers regarding seminars, conferences, publications, etc. that keep teachers updated in their field.
 - Enroll teachers in professional organizations, requesting funds through division principals.
 - Keep abreast of technological advances in subject area.
 - Coordinate attendance at conferences for department members in middle and high school per fund approval of principals.
- ❖ Supervise faculty
 - Observe teacher during the first semester a minimum of two times if new to Wesleyan, once for others. Additional visitations should be made as necessary.
 - Make classroom visitations and give feedback to teachers in a timely fashion.
 - Coordinate and monitor the teachers' setting of objectives, implementation and measurements for Meaningful Faculty Evaluations.
 - Provide guidance to teachers regarding planning curriculum, methods, discipline, testing and grading.

- Help teachers to create a plan of action both to build upon strengths as well as to correct any deficiencies in their classroom teaching, evaluation of students or communication.
- Communicate proficiencies/deficiencies with the division principals and Assistant Headmaster for Academic Affairs
- Inspect input of grades by teachers in grading software

Administrative responsibilities

- ❖ Plan and conduct monthly department meetings.
- ❖ Attend Academic Council; share in policy setting recommendations for academics.
- ❖ Interview :
 - prospective faculty candidates in subject area
 - appropriate administrative candidates
- ❖ Evaluate faculty with the division principals and Assistant Headmaster for Academic Affairs
- ❖ Coordinate with the division principal in the spring to assist in assigning teachers to courses for the following year.

Additional responsibilities

- ❖ The teaching load is three classes.
- ❖ English and mathematics department chairs coordinate with the division principals and Assistant Headmaster for Academic Affairs regarding use of Math and Writing labs.
- ❖ Department chairs will oversee the certification process with the College Board for AP courses within their department.
- ❖ English and mathematics department chairs analyze standardized test scores for curriculum alignment.
- ❖ The English department chair will oversee the summer reading lists for grades 5 – 12.

Qualifications: The person in this position holds a masters degree in education or in the content area that s/he oversees. The person has strong interpersonal and leadership skills. S/he has strong organizational skills and pays attention to detail. This person has the ability to guide and evaluate instruction for faculty and has a vision for the department.