

WESLEYAN

SCHOOL

Math 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 associate head of school and serves on the Wesleyan Academic Council.

Curricular Responsibilities:

- Oversees curriculum K-12; communicates needs with associate head of school.
- Coordinates sequencing of courses K-12.
- Directs the selection of textbooks and other materials for curriculum K-12.
- Continues to develop the individual curriculum by grade level and by course, to include standard, advanced/honors, and AP levels.
- Coordinates with grade chairs regarding curriculum/subject matter questions.
- Keeps an inventory of departmental materials and supplies.
- Orders necessary department equipment or materials through the division principals.
- Manages the department budget.

Supervisory Responsibilities:

- Coordinates professional development activities of teachers.
 - Distributes information to teachers regarding seminars, conferences, publications, etc. that keep teachers updated in their field.
 - Approves/authorizes teacher enrollment into professional organizations, requesting funds through the professional development budget and the associate head of school.
 - Keeps abreast of technological advances in subject area.
 - Coordinates attendance at conferences for department members in middle and high school with the fund approval of principals and the associate head of school.
 - Utilizes department meeting times to promote professional development.
- Supervises faculty.
 - Observes teachers during the first semester a minimum of two times if new to Wesleyan, once for others; additional classroom observations should be made as necessary.
 - Makes classroom observations and gives feedback to teachers in a timely fashion.
 - Coordinates and monitors the teachers' settings of goals, objectives, and the implementation and measurements for professional development and evaluation.
 - Provides guidance to teachers regarding planning curriculum, methods, discipline, testing, and grading.
 - Helps 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.
 - Guides and supports teachers through the parent communication process when parents express concerns or conflicts occur.

- Communicates proficiencies/deficiencies with the division principals and associate head of school.
- Inspects input of grades and comments by teachers in grading software.

Administrative Responsibilities:

- Plans and conducts monthly department meetings.
- Attends Academic Council meetings; shares in policy setting recommendations for academics.
- Interviews prospective faculty candidates in subject area and administrative candidates as appropriate.
- Evaluates faculty with the division principals and associate head of school.
- Coordinates with the division principal in the spring to assist in assigning teachers to courses for the following year.
- Determines placement for new students and rising 9th grade students entering high school.
- Advises teachers on honors and AP placement for students within grades 9-12.
- Collaborates with the textbook coordinator on book orders for new teachers, new courses, or for classroom copies of various texts.
- Attends evening events scheduled for students and parents new to Wesleyan and for rising 9th grade students and parents.

Additional responsibilities:

- Teaches three classes.
- Coordinates with the division principals and associate head of school regarding use of the math lab.
- Manages the College Board certification process with the AP coordinator for AP courses within the department.
- Analyzes standardized test scores for curriculum alignment.
- Serves as the National Honor Society chapter advisor for the department which includes enrolling new students, annually, according to Wesleyan's academic criteria.

Qualifications:

- Grounded in the Christian faith.
- Master's degree or higher in education or in the content area that he/she oversees.
- Strong interpersonal and leadership skills.
- Strong organizational skills and attention to detail.
- Ability to guide and evaluate instruction for faculty.
- Vision for the department.

The job duties and responsibilities outlined are not exhaustive and may be subject to change.