

**Mabank ISD**  
Job Description

- POSITION TITLE:** ELA/Reading Department Head – High School
- DAYS:** 187 teacher contractual days plus a maximum 15 additional days as assigned by administration paid at a daily rate
- REPORTS TO:** Campus Principal
- SUPERVISES:** Teachers in Department
- PRIMARY PURPOSE:** To provide leadership, coordination, and innovation in the study of ELA/Reading.

**QUALIFICATIONS:**

**Education/Certification**

- o Texas teaching certificate
- o Highly qualified in ELA/Reading
- o Bachelor's degree
- o Master's degree preferred
- o PDAS trained preferred

**Special Knowledge/Skills**

- o Working knowledge of subject matter in the field of study
- o Ability to supervise, organize and coordinate department personnel and monitor departmental program and goals
- o Ability to interpret data
- o Strong communication, public relations, and interpersonal skills
- o Knowledge of variety of teaching strategies while keeping current on new programs and methods through course work, workshops, reading, etc.

**Experience**

- o 3 or more successful years of teaching experience in the subject area to be coordinated.

**RESPONSIBILITIES:**

**Curriculum/Instructional Management:**

- o Implements an ongoing program of curriculum evaluation and assists principal in evaluative processes.
- o Aids in the development of curriculum and the preparation of course study in the department.
- o Facilitates “main-streaming” of special education students.
- o Assist in developing instructional process and development and revision of department curriculum to ensure that departmental activities are related to departmental outcomes.
- o Assist in providing instructional strategies within the classroom setting.
- o Assist teachers to develop and provide students with alternative course work through curriculum modification, acceleration, etc.
- o Work with the district curriculum team and other committees to coordinate academic program implementation.
- o Deliver instruction utilizing alternate methods of education.

**Teaching Responsibilities:**

- o Design early intervention strategies for the prevention of deficiencies.
- o Design differentiated curriculum and instructional delivery for GT identified students.
- o Provide specialized instruction of the district approved curriculum that leads to student success.

**Consultation:**

- o When asked, serves on textbook, curriculum, or other important committees involving materials, curriculum plans, and interviewing new teachers.
- o Conducts department meetings and individual conferences as necessary to coordinate instruction, implementation of administrative directives and policy, sustaining standards, developing long-range plans, and interpreting requirements.
- o Provides for a cooperative and mutual exchange of information regarding pupil achievement and needs in specific subject areas.
- o Assists in initiating and carrying out plans for the evaluation of the respective subject areas and the determination of strengths and weaknesses of existing practices in that area.
- o Familiarizes himself with pertinent library and technology resources and assists department teachers in utilizing these resources.

**Leadership:**

- o Assists department teachers in the handling of day-to-day problems and acts as resource person on curriculum questions.
- o Manages the department supplies, textbooks, equipment, and supplementary materials. Maintains up-to-date inventory and assists in the preparation of requisitions for departmental supplies as needed. Assists principal in identification of department budgetary needs.
- o Assists in interpreting the district's instructional program to teachers, parents, and the community.
- o Assists in developing and utilizing community resources for department needs.
- o Attends relevant school, district and professional meetings.
- o Research and keep abreast of progress and new development in the field of ELA/Reading and initiate innovative programs and procedures for department.
- o Assists in setting up and maintaining a system for pooling and sharing instruction materials and resources among the professional staff within the department. This will involve the distribution of materials and supplies and determining that such items are available as they are needed for teachers' use and maintaining records of these items in use in the department.
- o Reports to principal and Curriculum Director of departmental in-service and training needs. Assists with in-service instruction to staff members in the department.
- o Oversee the implementation of differentiated instruction for GT students in core subject.
- o Oversee the Response to Intervention (RTI) model in core subject.
- o Works with new teachers and substitutes orienting them and introducing them to the department, school, securing any needed materials, and assist in any needed interpretation of lesson plans.
- o Promotes more effective instruction through regular classroom walkthroughs and individual teacher conferences.
- o Perform walk-throughs and conduct evaluations using the PDAS instrument.

**Other:**

- o Perform other duties as assigned by the Campus Principal and/or the Director of Curriculum and Instruction

**WORKING CONDITIONS:**

**Mental Demands / Physical Demands / Environmental Factors:**

- o Maintain emotion control under stress
- o Frequent prolonged and irregular hours
- o Frequent district wide travel and occasional statewide travel

**EVALUATION:**

- Increase the number of ACT/SAT participants by 30- 50%
- Increase the number of AP participants by 30-50%
- Increase the number of students that reach commended performance on state assessment.
- Maintain or increase the number of students that met standard.
- 100% district curriculum implantation in Math department.

Reviewed and agreed to by \_\_\_\_\_ Date \_\_\_\_\_  
Employee signature

Campus Principal \_\_\_\_\_ Date \_\_\_\_\_