



Ruamrudee International School
FOUNDED IN 1957



Redeemer International School Thailand

Department Head & Grade-Level Head Job Description

Heads of Department and Grade-Level Heads hold important positions of leadership and responsibility within the school. Teachers need to have the requisite leadership skills in order to be considered for the position. At the same time, it is a role that can provide important professional growth, and for this reason the same teachers should not necessarily hold the position continuously for many years. Normally, these positions are appointed for a one-year term. However, the section principal may appoint someone to a two-year term based on annual performance results.

SCHEDULE

Department Heads and Grade-Level Heads maintain a full-time weekly teaching load with some free periods built in for performing their responsibilities as curriculum leaders.

High School Department Heads (approx.)	24-25 out of 40 periods per week
Middle School Department Heads	24-25 out of 40 periods per week
Elementary Grade-Level Heads	12-13 out of 20 blocks per week

EVALUATION

Department Heads and Grade-Level Heads are jointly supervised by the Principal and Assistant Principal. Annual performance data will be gathered by the section administration from teachers, other department heads, and the Curriculum and Professional Development Director to determine continuation of position and areas for improvement.

CURRICULUM-RELATED DUTIES

PLANNING AND PREPARATION

1. Oversee the development, implementation, and monitoring of a comprehensive subject area action plan for each phase of the curriculum cycle including curriculum assessment, program support, co- and extra-curricular activities, and staff development.
2. Oversee activities in the subject area related to its placement on the curriculum cycle.
3. Facilitate grade level planning and assessment.
4. Plan and facilitate student activities to support instructional practice.

CURRICULUM DEVELOPMENT

1. Define, promote awareness of, and maintain adopted curriculum and program support
2. Maintain and/or revise instructional materials based on current research and department/school philosophy, utilizing the web-based Atlas curriculum mapping tool.

PROGRAM EVALUATION

1. Gather and analyze evidence about the quality of the school program with respect to the criteria and the expected school-wide learning results.
2. Coordinate data gathering and analysis and reporting the results of self-study for the purpose of developing an action plan.
3. Develop an action plan for program improvement.

RESOURCE MANAGEMENT

1. Request new materials and equipment in order to provide instructional support to teachers in their attempts to meet curricular outcomes.
2. Assess the need for instructional resources based on teacher input as required by the curriculum cycle.
3. Facilitate and be knowledgeable of information resources and technology use for instruction.

4. Submit replacement and “top up” orders for lost or damaged Bookroom textbooks.

COMMUNICATION

1. Complete an annual report for the Section and the School Improvement Council on:
 - the status of curriculum evaluation, development, implementation
 - co- and extra-curricular activities related to the subject area
 - projects and coordination of integration activities
 - the status of the subject area action plan
2. Provide the administration with a copy of the minutes of all Department/Grade-Level Head meetings.
3. Promote communication between home and school and encourage involvement of parents in their child’s learning.
4. Maintain and submit upon request complete records that document action planning.

COORDINATION-RELATED DUTIES

FACILITATING MEETINGS

Meet with other Department/Grade-Level Heads, teachers, specialists, and administrators to:

- Evaluate, develop, monitor, and plan implementation of curriculum
- Develop, implement, and monitor an action plan for the subject area
- Ensure program continuity
- Conduct the self-study of the subject area and prepare the report for WASC
- Schedule and conduct regular grade level/subject area meetings and arrange for minutes to be recorded and distributed to department members, section administration, and Curriculum & PD office.

PROMOTING COLLEGIAL SHARING

Upon mutual agreement, observe teachers/sponsors in the subject area to:

- collect effective ideas and techniques to share with others
- provide feedback to teachers/sponsors regarding various effective approaches/techniques

COMMUNICATING INFORMATION

1. Meet with other Department Heads at scheduled times to:
 - discuss the curriculum cycle process and other program aspects
 - enhance cross-curricular articulation
2. Meet with the Curriculum and Professional Development team to:
 - keep them informed of progress
 - plan for needs throughout the year

REPORTING

Work closely with the Section Principal(s) to:

- keep him/her informed regarding efforts, projects, feedback, etc.
- secure support in establishing meetings with faculty
- provide information regarding implementation of the curriculum and the subject area action plan
- follow-up on curricular decisions
- provide accurate, substantive feedback in a timely manner

FLEXIBILITY AND RESPONSIVENESS

Work closely with the Section Principal(s) to:

- nominate and serve on committees to develop, implement, evaluate, and monitor curriculum
- perform other duties that may be assigned by the administrator in a timely fashion

QUALIFICATIONS

- Minimum two-year teaching experience
- Section Principals will select the most qualified and experienced person for the Department Head and Grade-Level Head position.