



Job Description

Department Manager

Qualifications:

- Provide evidence of a comprehensive perspective of school goals in relation to department resources and capacity
- Excellent organizational skills
- Possess strong communication and leadership skills
- Understanding of budget, planning, and assessment processes
- Promotes collaboration and positive interactions among members.
- Ability to focus on instructional improvement that is founded in best practices.
- Willingness to work cooperatively with other department chairs and administration in developing a total school curriculum, not just one particular subject area.

Department Manager Roles:

Art, Business Education, English/Language Arts, Family/Consumer Science, Library Media, Mathematics, Music, Physical Education/Health, School Counseling, Science, Social Studies, Special Education, Technical Education, World Language

Reports to: Building Principal

Appointment:

Applicants are interviewed and chosen by the Building Principal. Department managers serve on a year-to-year basis, not to exceed a term of three years. At the end of three years, any qualified member of the content area may apply for the position, including the incumbent.

Responsibilities:

- A. Be knowledgeable of State content standards and the Wisconsin Standards for Teacher Development and Licensure and assist in the implementation of these standards within the school.
- B. Support and assist with the development, implementation, and communication of department goals, including parent newsletters and presentations.
- C. Assist in the development, implementation, and communication of policies, procedures, and guidelines related to educational practice.
- D. Help resolve problems and conflicts related to departmental issues.
- E. Attend bi-monthly building leadership meetings and facilitate monthly department meetings in coordination with curriculum facilitator.
- F. Participates in community meetings and parent nights.

Curriculum Development:

- G. Communicate with Curriculum Coordinators and/or administration regarding the curriculum and the needs of the department.

Organization:

- H. Help plan the scheduling of classes in the department including provisions for desirable student placement, the recognition of special abilities among teachers, the adjustment of class size, etc.
- I. Keep current and accurate book, equipment, and room inventories.
- J. Prepare recommendations and administer department budgets.
- K. Order all necessary instructional materials, including supplies, equipment, and books.
- L. Assist in the screening, interviewing, hiring and orientation of new teachers.
- M. Performs other related duties as may be assigned by supervisor.

Evaluation:

This position is subject to a performance evaluation by the administration or her/his designee. Continuance is contingent on a satisfactory performance review.

Compensation: Per master contract between the MFEA and School District of Menomonee Falls.