



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Department Head/Team Leader

Supervisor: Principal/Curriculum Directors

Qualifications:

- WV Professional Teaching Certificate
- Current School/County employees preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

- Gathers and analyzes school wide data, including achievement, climate and satisfaction data.
- Identifies gaps in performance or processes and plans for their improvement.
- Assists the principal in making decisions to govern the school through shared decision making.
- Ensures a focus on learning and continuous improvement.
- Provides a forum for communication among all School Improvement Teams.
- Promotes a clear, consistent and compelling vision by cultivating trust through effective collaboration.
- Establishes and supports implementation of focused priorities for improving school and classroom effectiveness.
- Monitors the effectiveness of the Strategic Plan based on input and data.
- Works cooperatively with administrators to facilitate curriculum integration.
- Provides educational leadership and direction to colleagues.
- Models and promotes a positive attitude towards students and education.
- Disseminates and collects information from colleagues.
- Supports and facilitates educational activities and communicates with administrator as needed.
- Facilitates team meetings (agenda & minutes) on a weekly basis.
- Chairs curriculum team meetings for assigned grade level/department.
- Participates in meetings.
- Communicates effectively with supervisor(s), team members, and other stakeholders.
- Other duties as assigned by supervisor.