

# DEPARTMENT HEAD JOB DESCRIPTION

## CURRICULUM

- Provide oversight of large orders and class sets
- Monitor FCS curriculum and help to keep it current
- Provide training and leadership in implementing new standards

## ST SUPPORT

- Help discover and provide resources for ST's and instructors in your subject or grade levels
- Assist in grading assignments or in providing direction for ST's looking to grade work in your subject area. This may include connecting ST's with grading resources, such as rubrics and other evaluation tools.
- Teach AP or advanced subjects as needed

## COMMUNICATION

- Department Heads should be available and responsive to emails, texts, and phone calls from colleagues seeking help.
- Provide encouragement, make recommendations, and generally act as an ambassador to colleagues, families, and students in your subject area.
- Act as liason for instructors in your subject area at other FCS sites
- Visit other sites to provide support as possible.
- Make announcements via the FCS website, newsletter, meetings, and email to heighten awareness in your subject area.