

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: DEPARTMENT HEAD, GRADE/SUBJECT REP OR TEAM LEADER ADOPTED 5/20/2024**Reports To:** Assigned administrator/supervisor**Job Objective:** Provides guidance to sustain high-quality standards and continuous program improvement.

- Minimum Qualifications:**
- Acts according to the Licensure Code of Professional Conduct for Ohio Educators.
 - Available to work a non-traditional schedule and irregular hours when needed.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - Maintains a record free of criminal violations that prohibit public school employment.
 - Program leadership skills verified by training and relevant work experience.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.**Physical Demand Level¹:** Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard.¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.**Note:** Contracts are restricted to licensed staff with appropriate credentials.

**Essential
Functions:****1. Supports a unified curricular vision for the district. Acts as a catalyst for coherent and innovative program improvement. Fosters an ethos of collaboration and mutual respect.**

- Assists with grant proposals and the development of special reports.
- Coordinates regular staff meetings to report timely curriculum and instruction information.
- Facilitates activities that link program planning with higher organizational objectives (e.g., curriculum improvement, staff development, student achievement test readiness, etc.)
- Helps teachers improve pupil management, organizational and instructional skills.
- Keeps administrators informed about staff activities, program progress, and emerging issues.
- Keeps current with the state academic content standards and district courses of study goals.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Prepares suggestions to enhance organizational effectiveness (e.g., academic interventions, pupil management procedures, scheduling, staffing, etc.)
- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Recommends course additions, grade placements, prerequisite academic requirements, and modifications of graduation requirements.
- Serves on local professional development and district curriculum committees.
- Uses state standards and district curriculum goals to plan for the acquisition of new instructional materials and equipment. Identifies priorities and program options to support the equitable allocation of available resources. Maintains an up-to-date inventory of program equipment

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.