



# New Trier Township High School District 203

## Employment Application

Openings as of 12/21/2015

### *Social Studies Department Chair*

JobID: 1228

**Position Type:**

Faculty Leadership/Department Chair

**Closing Date:**

01/25/2016

**Date Posted:**

12/18/2015

**Location:**

Winnetka Campus

**Date Available:**

August 18, 2016

New Trier is seeking a dynamic, progressive leader to chair our Social Studies Department, staffed by 41 teachers (including the Chair) and 2 support staff members. Department leadership is shared with the Social Studies Department Coordinator who is located on the Northfield Campus.

*The Social Studies Department contributes to the total New Trier experience by encouraging students to acquire skills of inquiry, communication, reflection, and open-mindedness. The curriculum provides a glimpse of what has been, what is and what might be and aspires to develop in students a curiosity about and sensitivity to the environment in which they live. Courses in the social studies have been designed to raise questions. They challenge the student to assess and interpret, and provide a framework for recognizing and accepting responsibility as a person and as a citizen. New Trier students take more than 3.5 years of social studies courses, ranging from World and US History to Geography and subjects such as Psychology, Economics and Political Science. The department is dedicated across its curriculum to carrying out the school's mission "...to commit minds to inquiry, hearts to compassion and lives to the service of humanity."*

**Assignment:** School-year, (5/5 release)

**Salary and Benefits:** Commensurate with experience and consistent with faculty salary and benefits structure

**Supervisor:** Winnetka Campus Principal

**Qualifications:**

1. Illinois State Board of Education Professional Educator License with administrative endorsement, or out-of-state equivalent.
2. Illinois State Board of Education Qualified Evaluator.
3. Minimum five years of experience as a social studies teacher at the secondary level.
4. Department leadership or other educational administrative experience preferred.
5. Master's/advanced degree.
6. Extensive knowledge of content, curriculum, and best practices in assessment and instruction including the use of technology.
7. Experience in effective staff supervision/evaluation.
8. Demonstration of collaborative leadership.

**Responsibilities:**

**Leadership**

1. Demonstrates vision and provides leadership in the creation of shared beliefs and values around student learning.
2. Involves the department in furthering the school's vision of students' intellectual and emotional growth.
3. Conducts needs assessments and uses data to make decisions and plan for school improvement.
4. Explores, implements and assesses educational concepts that enhance student learning.
5. Understands the change process and leads the department in changes essential to improving student learning.
6. Advances the profession through participation in local, state and national professional groups.
7. Participates actively on school-based leadership teams, attending weekly meetings of the Department Chairs and other groups as designated.

### **Curriculum and Instruction**

1. Works with staff and all other stakeholders to identify a curriculum framework and essential understandings that support the mission and goals of the school.
2. Establishes and implements a process for the annual review and modification of the curriculum.
3. Demonstrates knowledge of the department's curriculum and instruction goals to all stakeholders; serves as the spokesperson on curricular matters.
4. Engages the staff in the study and implementation of effective teaching practices.
5. Acts as a master teacher for the department by demonstrating a commitment to learning, modeling professionalism and respect for others, and modeling competence in content and pedagogy.
6. Encourages staff to create professional networks both within and outside the school.
7. Facilitates articulation with the sender schools.

### **Supervision and Evaluation**

1. Works collaboratively to set and maintain standards of effective teaching.
2. Uses both formative and summative staff evaluation procedures to improve teaching.
3. Demonstrates skill in giving feedback to staff about their teaching by:
  - a. Visiting classes and preparing observation reports
  - b. Preparing and sharing non-tenured and tenured teacher summative evaluations
  - c. Preparing and sharing scale movement evaluation
4. Develops, plans, and offers resources for teacher growth and development.
5. Develops an assessment system that reports student learning and analyzes the data to ensure that the school's educational goals are met.

### **Organizational Management**

1. Facilitates the screening and hiring of department personnel.
2. Manages the master schedule.
3. Supervises, prepares, and administers the budget.
4. Supervises the use and maintenance of facilities, equipment, supplies, and book orders.
5. Advocates for the department with administration and guidance personnel, with parents and within the community, and in special projects for administration.

### **Communication Skills**

1. Demonstrates mediation skills in working with staff.
2. Articulates beliefs persuasively, effectively explains decisions, checks for understanding, and behaves in ways that reflects these beliefs and decisions.
3. Writes and speaks clearly and concisely so the intended audience understands the message being conveyed.
4. Demonstrates skill in giving and receiving feedback.

5. Opens lines of communication between and among staff on both campuses.

### **Group Processes**

1. Understands group dynamics and applies effective group process skills.
2. Establishes a framework for collaborative action; fosters collaboration.
3. Implements appropriate decision-making and conflict resolution techniques.
4. Works to build consensus both as a leader and as a member of a group.
5. Provides a balance among institutional, departmental, and personal goals.
6. Creates and maintains a safe teaching and learning environment that fosters reflection, experimentation, and growth.
7. Recognizes and affirms all department members and encourages them to take risks.
8. Supports teacher efforts to grow professionally and personally.

---

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by AppliTrack, a product of Frontline Technologies.