**WBMS Content Chair/Department Chair Expectations**

**Primary**

* Be a content and instructional leader willing to open his or her classroom for observation and learning
* Coach teachers to improve their instructional practices
* Conduct classroom visits (1-2 a semester) and provide data-driven feedback
* Develop high functioning Collaborative Teams within content area by participating in and providing opportunities for collaborative decision making within both the team and the school environments
  + Use GROW questions to help teachers collaboratively make decisions
* Set content-specific improvement goals and monitor content data
* Plan vertical content meetings focused on improving professional practices and improving student learning
* Facilitate content-specific data digs
* Attend all county-level content meetings and communicate with content county level supports

**Secondary Responsibilities**

* Regularly re-deliver information from county-level meetings to content teachers
* Present any content-specific, school-wide plans to the Leadership Team for **feedback**
* Inform content changes and happenings to Leadership Team
* Communicate information from Leadership Team meetings to content teachers (when it applies to the content rather than the grade level)
* Partner with administration for recruitment and hiring of teachers within the content area
* Oversee emergency lesson/sub plans
* Attend student and/or parent conferences with teachers when needed to address issues based on content concerns
* Assists content administrator with the development and administration of the department budget
* Shares professional growth opportunities as well as current trends and methodologies within specific curricular area with department members
* Oversee content-related schoolwide events
* Support new department members as needed
* Collect and approve syllabi and post to Teams
* Maintains an accurate inventory of materials and supplies necessary to effectively support instruction in the department
* Collaborates with other department chairs in the district and school to ensure consistency of district curriculum and programs
* Informs Front Office of visitors and prepares schedules for visiting teachers, trainers, guest speakers, student teachers, observers, etc.
* Assists with the articulation of instructional programs with feeder elementary schools and with the high school that serves our students
* Build leadership capacity within the department
* Model best instructional and professional practices