

Social Studies Chair Position (November 7, 2012)

Posting for Episcopal's Web Site at: <http://www.ehsbr.org/Employment>.

Social Studies Chair Position General Description

The Episcopal School of Baton Rouge seeks a Social Studies Chair for the Middle and Upper Schools to begin August 2012.

Episcopal, a college preparatory educational community of between 900 and 1,000 students and approximately 170 professionals, include grades pre-K through 12. Episcopal is known historically for its academic performance, for its attention to the spiritual lives of its students, and for offering a wide range of opportunities for student education and development. Opportunities to excel in academics, arts, athletics, and community leadership characterize the school.

Over the last few years, Episcopal has devoted substantial time to curricular development, utilizing both internal and external resources. Key areas of curricular development are social studies, science, critical thinking/higher order thinking, and service learning.

The role of the Academic Department Chair at Episcopal provides an opportunity for faculty to assume a vital administrative role, while maintaining a primary role as classroom teacher. Department Chairs collaborate with the Head of School, the Dean of Curriculum and Instruction, and the supervising Division Head of the teacher involved to resolve personnel concerns within their department. Department Chairs are directly responsible to the three Division Heads and Dean of Curriculum and Instruction, who review their work annually. A reduced teaching load provides time for assuming administrative duties.

Personal and Professional Characteristics

Deep social studies content knowledge.

Experience being a chair is preferred.

Familiarity with what some refer to as "21st Century" student needs and values and general acceptance of those needs and values.

Experience with---or at least an openness toward---utilizing technology available to students and faculty to enhance the quality of instruction.

An understanding of the college preparatory and independent school "worlds" which engenders making a clear connection between a college preparatory school's social studies curriculum and the college choices to which students aspire.

An ability to direct the instruction of students of various academic abilities.

Personal warmth and charm, which is naturally displayed by a person in authority in effective interactions with students, parents, and colleagues.

Success in preserving and deepening sustainable relationships with teachers while being effective in strengthening outcomes.

An ability, drive, and self-motivation to deepen the performance of an already credible department in ways that improve outcomes for students and professional satisfaction for teachers.

An ability to communicate clearly and with appropriate empathy to students, parents, and colleagues about the range of issues relevant to social studies.

Being a person that self-identifies (and that others describe) as a “happy” person, an emotionally intelligent person, a person with natural “situational awareness,” a person who feels comfortable in a school striving toward “Good to Great” management principles, a “forward-looking” person, and a person who “plays well with others.”

Submission Information

Episcopal will offer a competitive salary and good benefits for this position. More information is available through the school’s website at <http://www.ehsbr.org>.

Digital applications are encouraged and welcomed at reuterj@ehsbr.org. Please include a cover letter, resume, copy of transcripts, references, and explanation of your interest in the position or mail to Dr. Jewel Reuter, Episcopal High School, 3200 Woodland Ridge Blvd., BR, LA 70816.

Episcopal does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, national origin, gender, or age in violation of state or federal law or regulations.

Job Description

Social Studies Chair Position

Curriculum leadership and coordination including:

- establishing departmental standards of excellence.
- clarifying departmental vision and pedagogical philosophy.
- developing vertical and horizontal articulation within the context of the larger K-12 curriculum.
- coordinates the development of short- and long-range departmental goals and monitors the progress towards implementation of those goals.

Oversight and evaluation of department faculty including, but not limited to:

- suggesting teaching appointments and balancing teaching loads.
- evaluates departmental curriculum maps and web page maintenance.
- monitors classroom instruction through ongoing classroom visitations.

Faculty development including:

- reading and researching current trends in educational reform and change.
- guiding faculty regarding faculty development opportunities that will serve the department's and School's mission.
- providing leadership in specific technological applications as they pertain to teaching in one's particular discipline.

Participating in new faculty recruitment, orientation, and mentoring**Administrative management including:**

- meeting regularly with department, establishing agenda, and providing minutes to Dean of Curriculum and Instruction, Division Heads, and Head of School.
- meeting regularly with Dean of Curriculum and Instruction and performs other duties as assigned by Dean of Curriculum and Instruction.
- preparing and monitoring department budget.
- overseeing departmental text selection process and maintaining an inventory of departmental classroom resources and equipment.
- reviewing student academic progress, including analysis of standardized test scores for the department and decisions regarding placement of students in Advanced Placement and Honors classes.
- supporting the school and its leadership.