

SMUS Senior School

Senior School Instructional Leadership

Head of Department responsibilities:

Administrative, Professionalism & Teaching Excellence:

- As a school leader, communicate with both the department and Directors about departmental needs and directions
- Support SMUS strategic directions and implementation
- Prepare the departmental budget; liaise with school Director
- Facilitate regular department meetings and curriculum planning sessions
- Collaborate with department members on teaching assignments to ensure a fair teaching load and appropriate dispersal of departmental funds
- Assist with the hiring of new faculty
- Respond to concerns and queries of parents, students, and faculty
- Set annual departmental goals, in partnership with the Director of Academics and support individual faculty professional growth plans
- Support and mentor new faculty in the department
- Ensure that the department works well within the school culture and philosophy
- Set an example of integrity, commitment, collegiality and professionalism
- Communicate effectively to external stakeholders any departmental/program updates
- Provide leadership and support for high quality teaching
- Ensure that department members employ a variety of appropriate teaching and assessment strategies by having intentional, scheduled conversations
- Recognize the professional achievements of colleagues and celebrate student success

Program Planning:

- Share and integrate the latest curricular trends and innovative ideas with the team
- Ensure that educational resources and activities within the department are current and relevant
- Provide direct support for the transition of redesigned curriculum and future program considerations
- Coordinate and support faculty in curricular planning from an interdisciplinary and vertical perspective
- Initiate vertical program planning with program specialists across the school divisions
- Ensure that courses are relevant, the content is suitable, the standards are challenging, and that there are smooth transitions between courses
- Ensure courses within the program meet Ministry standards
- Provide leadership and encouragement in developing interdisciplinary activities

Professional Development:

- Set a positive example and provide leadership of colleagues to engage in a variety of professional development activities
- Determine and implement departmental goals on an annual basis that reflect the academic priorities of our program
- Engage in collaborative discussions individually and collectively around professional growth goals and building capacity of the team