# WESLEYAN SCHOOL

# Department Chair for Computer Science

*The person in this position has responsibility for overseeing the instructional technology staff. In this role, the department chair reports to the Associate Head of School. This department chair serves on the Wesleyan Academic Council and teaches three or four classes (AP Computer Science and other High School technology electives).*

## Curricular Responsibilities:

- ❖ Oversee curriculum K – 12. Communicate needs with Associate Head of School
- ❖ Coordinate sequencing of courses K – 12
- ❖ Oversee the selection of textbooks and other materials for curriculum K –12
- ❖ Continue to develop the individual curriculum by grade level
- ❖ Coordinate with grade chairs regarding curriculum/subject matter questions
- ❖ Keep an inventory of departmental materials and supplies
- ❖ Order necessary department equipment or materials through the division principals
- ❖ Oversee the department budget

## Supervisory Responsibilities:

- ❖ Coordinate professional development activities of teachers
  - Distribute information to teachers regarding seminars, conferences, publications, etc. that keep teachers updated in their field
  - Keep abreast of technological advances
  - Coordinate attendance at conferences for department members per fund approval
- ❖ Supervise instructional faculty in the technology department
  - Observe teachers formally during the first semester a minimum of two times if new to Wesleyan, once for others. Additional visitations should be made as necessary.
  - Make classroom visitations and give feedback to teachers in a timely fashion
  - Coordinate and monitor the instructional technology teachers' setting of objectives, implementation, and measurements for professional growth
  - Provide guidance to teachers regarding planning curriculum, methods, discipline, testing, and grading
  - Help teachers to create a plan of action both to build upon strengths as well as to correct any deficiencies in their classroom teaching, evaluation of students, or communication
  - Inspect input of grades by teachers in grading software program

## Administrative Responsibilities:

- ❖ Plan and conduct monthly department meetings for technology faculty
- ❖ Attend Academic Council; share in policy setting recommendations for academics
- ❖ Interview prospective candidates for instructional technology
- ❖ Evaluate instructional technology faculty with the division principals and Associate Head of School
- ❖ Coordinate with the division principal in the spring to assist in assigning teachers to courses for the following year

## Qualifications:

- ❖ Master's degree or higher in education or in the content area that he/she oversees
- ❖ Demonstrate a passion and expertise in the teaching of computer science, robotics, and technology
- ❖ Experience with Java, Arduino, JavaScript, HTML, Swift, Python, and other related programming and scripting languages is preferred
- ❖ Be eager to research and learn new programming languages and technologies and bring them into the classroom
- ❖ Experience developing a vertically and horizontally aligned K-12 STEM program is preferred
- ❖ Strong interpersonal and leadership skills
- ❖ Strong organizational skills and attention to detail
- ❖ Ability to guide and evaluate instruction for faculty
- ❖ Vision for the department