

Department Head

Grandview School District is accepting applications for Math Department Head.

Application Due: February 15, 2019; open until filled
Salary: Refer to GEA Collective Bargaining Agreement
Working Days:
Hours per Day:
Position Location: Grandview Middle School

Application Procedure

Position is open to in district employees only, please submit a letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to fledesma@gsd200.org.

Selection Process

This position is a supplemental position.

For more information contact:

Faviola Ledesma
Phone: (509) 882-8500 Fax: (509) 882-2029
Email: fledesma@gsd200.org

Reference Control Number: February 8, 2019

Functions & Responsibilities:

- Meet Monthly/Bi-Monthly with the building Principal.
- Monitor department budget and department resources:
 - Monitor expenses and budget expenditures/encumbrances,
 - Develop and complete Department District Purchase Orders.
- Meet weekly in PLC
 - Lead weekly PLC meetings
 - Prepare PLC agendas with principal approval
 - Submit PLC reporting forms
- Participate in selection of new department staff.
- Compile a list of departmental professional development needs
- Monitor inventory of instructional resources/electronic equipment
- Obtain input from department on school issues (site council, survey information, building specific issues, SIP Plan development, etc.)