

# QUINCY PUBLIC SCHOOLS


---

Allison G. Cox  
Director of Human Resources &  
Educator Development  
34 Coddington Street, Quincy, MA 02169  
617.984.8766  
allisoncox@quincypublicschools.com

Kevin W. Mulvey, J.D., Superintendent

**PLEASE POST**

October 6, 2020

TO: Educational Personnel  
FROM: Allison G. Cox   
RE: Science Department Head at North Quincy High School

This confirms that there is a vacancy for a Science Department Head at North Quincy High School.

Interested persons should send a letter of application, resume' and evidence of appropriate license on or before Friday, November 6, 2020 to:

Allison G. Cox  
Director of Human Resources  
& Educator Development  
34 Coddington Street  
Quincy, MA 02169

AGC:mp

XC: Kevin W. Mulvey, J.D.  
Mr. Sean Greene, Q.E.A.

## **JOB DESCRIPTION**

### **SCIENCE DEPARTMENT HEAD – NORTH QUINCY HIGH SCHOOL**

#### **REPORTS TO:**

Principal of North Quincy High School

#### **QUALIFICATIONS:**

1. Master's degree required.
2. Minimum of three years teaching experience at the high school level preferred.
3. Massachusetts Teacher License in one or more of the high school sciences.
4. Has or is willing to obtain a Massachusetts License as a Supervisor/Director or Principal/Assistant Principal.
5. Demonstrated ability in directive and supportive leadership.
6. Demonstrated ability in management and interpersonal relations; ability to work as a member of a management team.
7. Ability to maintain and to expand the learning environment for students.
8. Understanding of administration, curriculum, instruction, supervision, evaluation and organization consistent with Quincy Public Schools District Improvement Plan.
9. Interest in and knowledge of learning theory.
10. Sensitivity to the needs of students.
11. Clarity of mission, vision, foresight, and excellence.
12. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

#### **RESPONSIBILITIES:**

1. Provide leadership, assist department teachers with problems, and act as resource person in curriculum and instruction.
2. Conduct department meetings; attend school district and professional meetings as appropriate.
3. Use the department budget as received from the Principal, prepare orders, receive deliveries, maintain inventory of equipment, supplies, tests, and materials.

4. Implement the curriculum based on the Massachusetts Curriculum Frameworks 2011 and NGSS and sound learning theory.
5. Assist the Coordinator of Curriculum in the articulation of the curriculum between the middle school and high school levels.
6. Supervise the preview, selection, and use of learning materials and equipment.
7. Supervise and evaluate teachers and make recommendations to the principal regarding department personnel.
8. Assist in screening, hiring, and assigning of department personnel.
9. Assist in the formulation and implementation of building-level and system-level procedures and policies for administration, supervision, and security; deal with disciplinary and attendance matters.
10. Assist in building scheduling; coordinate efforts of department staff for optimum learning environment.
11. Supervise departmental and State of Massachusetts MCAS testing programs.
12. Conduct needs assessment as appropriate; develop plans for department improvement.
13. Maintain relevant and up-to-date curriculum and instructional procedures.
14. Confer with students and parents; assist as necessary.
15. Serve on the Principal's Cabinet.
16. Promote interdisciplinary learning in the building and school system.
17. Conduct staff development programs; plan for release afternoons.
18. Cooperate in the assignment, supervision, and evaluation of student teachers.
19. Foster the comprehensive high school concept and program.
20. Accept responsibility for any other duties or assignments from the Principal, the Assistant Superintendent, or the Superintendent of Schools.

#### **TERMS OF EMPLOYMENT**

The salary, benefits, and work-year for this position are according to the Collective Bargaining Agreement for Unit A of the Quincy Education Association.