The Buckley School values and supports diversity in the workplace and in the classroom.

**Social Science Department Chair**

The School has an opening for a Social Science Department Chair for the 2020-2021 school year. Reporting to the Assistant Head of School, the Chair will lead the Social Science Department and be responsible for managing regular reviews of curriculum, instruction and collaboration within the department. The Chair will also supervise the day-to-day aspects of faculty evaluation and work closely with the K-12 Division Heads to ensure that student-teacher communication and student participation in the learning process is always present. The chair will be a member of the school’s Curriculum Committee and the Department Chairs Group.

**Duties include:**

**Curriculum Development and Evaluation**
- Define the programs of the department in consultation with the Division Heads and Assistant Heads.
- Develop courses of study that support the goals and strategic initiatives of the school.
- Review and revise course of study for multiculturalism, inclusion and social justice.
- Engage in ongoing evaluation of the Social Science program.
- Perform regular vertical alignment of the course curriculum, ensuring review and appropriate scaffolding of content and skills
- Work to ensure that students are being taught how to think, not what to think

**Department Leadership**
- Plan and hold scheduled department meetings to discuss curriculum development, innovations in the field, department programs, etc.
- Serve as a member of the administration in leading the department toward the attainment of MS and US goals.
- Serve as a member of the K-12 Curriculum Committee
- Lead the department in the implementation of Diversity, Multiculturalism and Inclusion and support its implementation in all areas of the Buckley community.
- Review all Prose Reports
- Write evaluations of each teacher in the department
- Regularly observe and provide feedback to teachers
- Ensure department members follow Buckley policies
- Oversee disputes between parents, students, and SS faculty
- Review department member’s applications for professional development
- Serve as a member of the MUS Department Chair Committee
- Evaluate department members’ syllabi, exams, and other projects/assignments as necessary

**Teaching**
- Teaching load – 4-5 Social Science courses

**Requirements**
- Bachelor’s degree in History or a related field (MA or PhD preferred)
- Experience as a classroom instructor within the field of Social Studies
- Demonstrated leadership in diversity, multiculturalism, inclusion, equity and social justice
- Demonstrated leadership in designing student-centered and project-based instruction
- Excellence in using technology in instruction
- Exceptional interpersonal skills
- Proven ability to collaborate with one's peers in curriculum development
- A profound respect for children and adolescents
Regularly accessible and responsive to student/parent/faculty concerns
Exhibits consistent professionalism
Preferably experience teaching Advanced Placement courses

TO APPLY
Interested candidates should send their resume and cover letter to Lolli Lucas, Assistant Head of School, at llucas@buckley.org.