



**Job Title:** History and Humanities Department Chair  
**Department:** Academic – Humanities  
**Status:** Full-Time, Salaried/Exempt, Benefited  
**Reports to:** Director of Studies

## SUMMARY

As an administrative officer, the department chair serves as part of the academic leadership team of The Webb Schools and participates in the planning and development of the academic program. The department chair leads department members in the establishment of departmental goals, course objectives, and instructional strategies which are consistent with the overall mission of the Schools, the Strategic Plan, and the annual operating plan. The department chair supervises instruction and the implementation of the curriculum within the department.

## RELATIONSHIPS

On academic matters, the department chair reports to the director of studies. The chair also works closely with the associate head of schools on personnel and other matters, as appropriate. Each faculty member ultimately reports to the associate head of schools.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to teaching, coaching, residential, and extra-curricular responsibilities agreed to with the director of studies and the associate head of schools, the department chair will:

- Produce an annual operating and advancement plan for the department, consistent with the direction of the Schools and including program development and professional development plans.
- Plan weekly department meeting time, including full department and smaller curricular team meetings.
- Lead the department in curricular planning, implementation, and evaluation, including evaluation of student performance and selection of appropriate instructional materials.
- Evaluate the effectiveness and promote the professional development and personal growth of all department members; promote collegiality and teamwork within the department.
- Participate in the Academic Council and its work groups, bringing matters forward from the department and communicating Council business to department members.
- Assists in the hiring process of new faculty.
- Prepare departmental information for the Course Selection Guidebook, submissions to the University of California, and scope-and-sequence documentation.
- Plan and manage a departmental budget consistent with the mission and goals of the Schools; coordinate textbook and supply orders with the director of teaching and learning resources.

- Assist the director of studies and registrar with course sectioning and staffing, and student placement.
- Arrange coverage for classes in case of departmental faculty absences.
- Oversee the determination of departmental awards.
- Manage departmental activities that occur outside the classroom, including homework, special projects, field trips, national subject area examinations, AP exam preparation, and department-sponsored school events.
- Troubleshoot problems involving individual students, teachers, advisors, and parents with support from the administration.
- Review student academic participation and performance in your discipline with department members, including course enrollment, grades and effort marks, comments, and standardized test results.
- Other duties, as necessary.

#### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

#### **SUPERVISORY RESPONSIBILITIES**

The Department Chair is responsible for supervising and evaluating the teaching-related performance of each department member.

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

A bachelor's degree in the discipline or a related field is required; an advanced degree is strongly preferred. A minimum of five years teaching experience is required.

#### **OTHER REQUIREMENTS**

A current California driver license with a satisfactory motor vehicle record will be required. A criminal background check must be successfully completed before employment can begin.

#### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COMPENSATION PHILOSOPHY**

Anticipated salary range: \$75,000-90,000 + anticipated housing on campus

- The Webb Schools offers competitive compensation. In setting position ranges, Webb reviews numerous factors including industry data from NAIS, CAIS and NBOA and other market data.
- Webb believes a strong benefits package is important for employee stability and retention. Benefits include highly subsidized health plans, robust retirement contributions and tuition remission.
- Full-time faculty salaries are set with the expectation that on-campus housing will be provided to enable the *in loco parentis* work of boarding school faculty. Modest housing stipends are provided to faculty who are on the waiting list to move onto campus.
- Webb allocates substantial resources to faculty growth and professional development, including funding for advanced degrees, curriculum development, industry conferences and workshops, and other academic and pedagogical pursuits.

This is for the 2023-2024 school year.

Interested candidates should send their cover letter and résumé to:

**Michael Hoe, Director of Studies**  
[careers@webb.org](mailto:careers@webb.org)  
Fax: (909) 482-5272

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