

**NOTICE OF VACANCIES  
DEPARTMENT LEADERS  
ITHACA HIGH SCHOOL  
(Internal Candidates Only)**

- ENGLISH
- MATH
- PE/HEALTH
- SOCIAL STUDIES
- CAREER AND TECH
- WORLD LANGUAGES
- ENL
- LIBRARY

**EFFECTIVE: JULY 1, 2023 THROUGH JUNE 30, 2025**

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The department leader provides coordination and leadership in the department. The duties of the position include, but are not limited to, the following:

- facilitate and participate in the development of department PLCs
- convene departmental meetings of the department
- facilitate the establishment of departmental and individual goals
- participate in meetings of departmental leaders
- contribute to the process by which the budget is developed
- serve as a liaison to the building administration
- collaborate in development and execution of school development plan and schedules within the department and building
- represent the department at building and district meetings as necessary and when available
- coordinate, order and distribute departmental resources

Department leaders must hold a valid teaching certificate within the department they are leading.

Interested candidates for these positions should be successful in building collaborative relationships and have excellent communication and organizational skills.

Candidates should submit a letter of intent to the ITA Elections Chairperson, Ben Kirk at [bkirk@icsd.k12.ny.us](mailto:bkirk@icsd.k12.ny.us) no later than **3/28/2023**. The election of the department leader will then follow in accordance with the bargaining agreement between the Ithaca Teachers Association and the Ithaca City School District – Appendix D.