

**BRIEF DESCRIPTION OF POSITION:**

The Department Chairperson shall, under the direction of the Principal and the immediate supervision of the Associate Principal, shall serve as an instructional leader for a subject area department or combination of smaller subject area departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Supports the teaching efforts of the Department members by providing constant feedback that informs and refines instructional practice within the department.
- b. Leads the department in the examination of student achievement data, peer coaching and staff development.
- c. Provides leadership in the development and revision of curriculum, goals and objectives, to include the appropriate implementation of curriculum pacing calendars and benchmark assessments.
- d. Collaborates with same subject department chairs at other sites to develop and implement best instructional practices.
- e. Visits teachers to assist in promoting professional growth through peer coaching and recommending effective use of best instructional practices.
- f. Engages in regular and ongoing professional growth to meet the changing dynamics and rigor associated with federal and state academic growth targets.
- g. Sees that department members are apprised of District and site information at regularly scheduled department meetings.
- h. Publishes minutes which reflect department business and concerns.
- i. Confers with and assists department members' with individual program concerns and student placements.
- j. Attends District and site meetings which relate to departmental concerns and tasks.
- k. Stays within constraints of department budgets and recommends priorities for expenditures.
- l. Works with site administration to design master schedule teacher assignments based on student need and not on individual teacher preference.
- m. Assures that contract constraints affecting the department are observed.
- n. Assists in developing and maintaining a positive learning environment in each classroom.
- o. Shares information from workshops and district department meetings with department members, administration, and counselors.
- p. Recommends appropriate in-service for department members.
- q. Gathers and disseminates research on effective subject matter teaching practices.
- r. Provides leadership in articulation with other educational institutions.
- s. Recommends department's class offerings in regular and summer session.
- t. Assists in the balancing of enrollment in department classes.
- u. Assists in maintaining a harmonious and productive working environment within the department.

**OTHER DUTIES AND RESPONSIBILITIES:**

- a. Procures and distributes supplies and equipment.
- b. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

**EVALUATION:**

An annual evaluation of the department chairperson shall be in writing and completed by the principal or designee with the input of the department members no later than the end of the fall semester.

**EXTRA DUTY PAY:**

The Department Chair's pay shall be based on the extra duty rate of pay stated in the current certificated contract.