DEPARTMENT CHAIR

Qualifications:
1. Permanent employee with a college major or units sufficient for Board certification in a subject area associated with the department
2. Prior teaching experience in a subject area associated with the department.

Typical Duties:
1. Hold at least one agendized meeting per quarter. Arrange for the generation of accurate minutes for all meetings.
2. Attend and participate in monthly Department Chair meetings called by the principal.
3. Organize and maintain current inventories of all departmental textbooks, materials, and equipment.
4. With members of the department, develop, implement, monitor, and evaluate appropriate annual goals that are based upon five-year goals and objectives.
5. Present a five-year plan update the Site Council at the February meeting.
6. Coordinate, prepare and present an evaluation of the current annual departmental plan, programs, and activities at the April meeting of the Site Council.
7. Present the annual departmental plan for the following year at the May meeting of the Site Council.
8. Maintain an effective chain of communication between the site administration and the department members.
9. Provide supervision and assistance to emergency or long-term substitutes for department members, to ensure the continuity of classes and the timely, accurate, and appropriate issuance of student grades, collection of textbooks, evaluation of student work, and any other activities that may need to be accomplished in the absence of guidance from the regularly assigned teacher.
10. Coordinate department articulation with the K-8 teachers, Career Path Leaders, and post-secondary institutions.
11. Coordinate the development of the annual departmental budget request.
12. Supervise and approve expenditures based on the approved departmental budget.
13. Coordinate a review and updating of Level 3’s and curricular issues as needed for course or program revisions.
14. Assist the Principal in the selection of new department staff members.
15. Provide assistance and guidance to probationary teachers in the department.
16. Develop, implement and evaluate a departmental technology plan.
17. Coordinate the development, revision, and evaluation of new departmental curricula, programs, and activities.
18. Coordinate the collection and preparation of reports and data as required.
19. Participate in supervision and evaluation of Instructional Aides assigned to the department.
20. Coordinate appropriate use of modified instructional strategies in cooperation with Special Education staff.
21. Communicate the needs and requests of the department to the principal.
22. Compile information, such as WASC progress reports and instructional surveys.
23. Assist in identify department representation on school committees, including the Vision committee, Textbook committee, CAHSEE team (for English and math departments), Data Works team and WASC follow-up committee.
24. Meet with the Site Council or other parent groups, as required by the principal.
25. Coordinate department efforts to develop materials required by site or district administration.

Immediate supervisor: Site principal
Assignment: School Year
Salary: Stipend Schedule