Department Chair Responsibilities and Evaluation

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Management** | **Meets Expectations** | **Needs Improvement** | **Comments** |
| Conducts regular department meetings and participates in site and District meeting as required |  |  |  |
| Participates in site and district meeting representing the department and the school |  |  |  |
| Identifies program and classroom needs for the purpose of providing recommendations of expenditures |  |  |  |
| Maintains inventory, including but not limited to, ensuring availability, distribution of resources, and return of District property  |  |  |  |
| Monitors expenditures against the budget |  |  |  |
| Performs personnel-related functions |  |  |  |
| Participates in the development of the master schedule |  |  |  |
| Assist the Administrator with the development of various reports  |  |  |  |
| Organizes special department events |  |  |  |
| **Instruction**  |  |
| Oversees implementation of district curriculum  |  |  |  |
| Analyzes and shares assessment data for continuous improvement |  |  |  |
| Provides guidance and mentoring to department personnel |  |  |  |
| Observes classroom instruction and provides feedback to principal/evaluator and teacher |  |  |  |
| Serves as a resource to provide support, guidance and mentoring |  |  |  |
| Assist in the placement of student teachers |  |  |  |
| **Communication** |  |
| Responds to inquiries  |  |  |  |
| Serves as liaison between school administration and department to enhance communication |  |  |  |
| Assists other personnel  |  |  |  |
| Supports and communicates school administration  |  |  |  |

Eligible for 75% of stipend to be spread over normal contract year.

Eligible for 25% of stipend based upon “meets expectation” rating in all evaluative areas under Management. Yes\_\_\_\_\_\_\_ No\_\_\_\_\_

Evaluator Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_