

JOB DESCRIPTION

I. PRIMARY FUNCTION: A department chairperson is a teacher who has been selected by the principal to perform duties essential to the efficient operation of the designated department. Appointment is for one year only.

II. DESIRABLE QUALIFICATIONS:

A. CREDENTIAL - As required by law.

B. EDUCATION - As required by law.

C. EXPERIENCE - None

D. MANAGEMENT - Has the ability to:

1. Make effective decisions based on sound and mature judgments.
2. Implement problem solving techniques.
3. Plan, organize, coordinate and control for effective use of:
 - a. Staff
 - b. Facilities
 - c. Equipment
 - d. Time
4. Communicate effectively.
5. Delegate responsibility when appropriate.

E. PERSONAL

1. Possesses the following:
 - a. Qualities of honesty, tact, empathy and loyalty.
 - b. Emotional stability and self-control.
 - c. Vitality, enthusiasm, initiative and persistence.
 - d. Objectiveness and fairness in relationships with others.
 - e. Sound physical and mental health.
2. Maintains appropriate standards of conduct, appearance and grooming.
3. Is informed of current educational trends and practices.
4. Is intelligent and articulate.
5. Is committed to improvement through research and evaluation, and possesses a viable and positive philosophy of education.

F. LEADERSHIP

1. Influences students, staff, parents and public.
2. Applies motivational principles, develops feelings of worth and responsibility in others, develops and maintains morale.
3. Knowledgeable in group dynamics and acts as a catalyst in working with groups.

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Lompoc, California

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TITLE Department Chairperson,
Secondary School

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III. PERSONNEL SUPERVISION

- A. Is responsible to - Principal
- B. Is responsible for - None

IV. ASSIGNED RESPONSIBILITIES:

- A. Recommends to the principal the scheduling of classes and the assignment of personnel in the department;
- B. Assists the principal in orienting personnel in the department;
- C. Interprets to and advises departmental personnel on school and District policy;
- D. Assists teachers in the department and may be required to observe at the request of the Principal;
- E. Coordinates departmental curriculum development and helps define the department's educational goals and objectives;
- F. Confers and assists department members with student needs, teaching methods, materials, techniques, and subject matter.
- G. Provides and suggests opportunities for the exchange of ideas regarding methods and resources within the department;
- H. Participates in textbook evaluation studies within the school and District;
- I. Cooperates with the elementary, middle schools, high schools and colleges toward the development of an articulated program;
- J. Assists substitute teachers assigned to the department;
- K. Assists the principal in the placement of student observers and student teachers assigned to the department;
- L. Acts as liaison between the school and district administration and the members of the department;
- M. Represents the department in the formulation of school policy related to assigned subject area;
- N. Plans, conducts and attends departmental meetings.
- O. Assists the principal in the development and administration of the departmental budget;
- P. Supervises equipment inventory and equipment repair within the department;
- Q. Completes all departmental reports, surveys and correspondence;
- R. Coordinates student participation in approved departmental-related contests, societies, and conferences;
- S. Performs other related duties as assigned.