

**JOB TITLE:**

Department Chairperson (Grades 7-12)

**GENERAL SUMMARY:**

Under the direction and supervision of the Building Principal provides the necessary leadership in the planning, coordination and implementation of a subject area department instructional program; and to perform other duties directly related to this position description.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

**General:**

Plans cooperatively with department members to develop and deliver the instructional program and delineate individual department member responsibilities.

Assumes overall responsibility for recommending the department instructional budget and approves expenditures charged to that budget.

Responsible for facilitating communication between department members and site support staff.

Represents the department in the on-site/instructional council and provides leadership in District-wide instructional program development and implementation.

Responsible for planning/provision of resource services to department staff as needed, i.e., inservice opportunities and assistance/support to department members in relation to their meeting their goals/objectives as part of their performance evaluation.

Meets with the school curriculum committee to develop programs which meet state guidelines, District standards and provides the optimum academic challenge for each student.

Develops, maintains, and evaluates with staff the school/District assessment programs, including achievement and proficiency tests.

Works cooperatively with staff and all curriculum area committees to advance challenging academic opportunities for students.

**Additional Related Duties/Responsibilities:**

Plans and conducts department meetings.

Responsible for receiving, distributing as necessary, and replying to departmental communications.

Motivates department members to develop skills, attitudes, and knowledge commensurate with their individual abilities.

Assists the Building Principal in the design, development and delivery of the department master calendar.

Provides input for school/District curriculum goals.

Provides assistance and direction in the development of new curricular programs, including new course offerings.

Communicates and monitors established student performance expectancies to staff in concert with site principal.

**Working Conditions:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

**Environmental Conditions:**

Work is predominantly in school environment.

Temperature – normal climate.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

**Occupational Certificates/Licenses:**

Holds an appropriate California Teaching Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.