



DEPARTMENT CHAIR SPECIAL EDUCATION

Board Revision Date: 03.09.11

BRIEF DESCRIPTION OF POSITION:

The Department Chair shall, under the direction of the Principal and the immediate supervision of the Assistant Principal, supervise and direct a school department.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Conducts regular monthly department meetings; prepares agenda, guides and facilitates discussion and publishes minutes. E
- b. Participates regularly in meetings of Department Chair, school curriculum committee, District Special Education Department Chair and as applicable, District Curriculum Committee. Functions as communicator between these groups and department members. E
- c. Liaison/point person to coordinate services and transition with feeder schools. E
- d. Provides leadership in development and re-evaluation of department goals and objectives. E
- e. Provides leadership in professional development of department staff. E
- f. Visits, confers with and assists department teachers in performing their teaching and related duties. E
- g. Initiates demonstration teaching, or other means of helping teachers share in the improvement of instruction. E
- h. Assists, upon request, the principal and/or Director of Special Education with selection. E
- i. Works cooperatively with principal or designee and Director of Special Education in preparation of departmental assignments and schedules. E
- j. Recommends assignment of teachers so as to utilize their instructional strengths to strengthen the school's special education program. E
- k. Assigns, coordinates, special education paraeducators. E
- l. Prepares budget requests which accurately reflect educational needs of department. E
- m. Orders and distributes supplies and materials in accordance with department priorities and District regulations. E
- n. Maintains accountability for department expenditures, materials, and supplies. E
- o. Provides leadership in articulation with other departments, schools and colleges. E
- p. Acquires knowledge of, participates in, and facilitates the accreditation process. E
- q. Coordinates special education services for the school. E
- r. Functions as administrator designee for Individual Education Program Team (IEPT if requested). E
- s. Chairs IEPT committee if requested. E
- t. Assigns case carriers to students who are eligible for school special education services. E
- u. Encourages and supports research and development. D
- v. Is knowledgeable about and implements terms of the current District/Teacher Agreement and Supplement. D

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.

EXTRA DUTY PAY

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