

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**DUTIES AND RESPONSIBILITIES OF
MIDDLE SCHOOL DEPARTMENT HEADS**

1. Schedule meetings as appropriate.
2. Plan and coordinate the scope and sequence of the subject area among grades six, seven and eight.
3. Coordinate the utilization of textbooks, reference books, equipment, and audio-visual materials among the teachers of the department.
4. Be aware of new curriculum trends and new materials, textbooks and equipment. Screen, reproduce and distribute appropriate information to department members.
5. Serve as the department representative on district committees.
6. Consolidate and submit budget recommendations to the principal.
7. Check to assure that budget items are received and distributed to department members.
8. Assist with the interviewing of new department members and make recommendation to the principal.
9. Orient and assist teachers new to the department.
10. Report to the principal special conditions or problems requiring cooperative action of other departments or the administration.