

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**DUTIES AND RESPONSIBILITIES OF
SECONDARY SUBJECT AREA LEAD TEACHERS (Non-Supervisory)
and DEPARTMENT HEADS**

The role of Secondary Subject Area Lead Teacher (non-supervisory)/Department Head is to serve as a liaison between the building administration and subject area teachers of the respective departments, to facilitate department activities and to coordinate budget development. The Subject Area Lead Teacher (non-supervisory)/Department Head is to ensure effective communication within the department and between the administration and department members.

GENERAL DUTIES

1. Meet monthly during the school year with subject area teachers to discuss department, curriculum, and assessment issues.
2. Communicate information to and from the building principal on department activities, needs, and concerns including a summary of departmental goals, departmental inservices and an annual, end-of-year department report.
3. Coordinate the collection of budget information from department members to the building principal.
4. Distribute supplies and materials ordered and procured by the building principal to the members of the respective department.
5. Conduct monthly department meeting and distribute minutes of the department meetings to the building administrators, members of the department, assistant superintendent and superintendent.
6. Attend four K-12 curriculum committee meetings for the respective department to assist in the communication of district goals and progress toward achieving those goals.
7. Coordinate needed repair for department equipment as needed.
8. Maintain annual inventories of equipment, textbooks, and supplies for the department.
9. Submit textbook orders and follow district procedures for selection of new textbooks.
10. Review applications, complete candidate interviews (1st round), recommend candidates to building principal.
11. Assist daily department substitutes.
12. Assist department members with efforts to improve classroom management, climate, and performance.
13. Recommend in-service and staff development programs to the building Principal.
14. Participate in new teacher orientation as needed.

15. Coordinate plan and oversee the departmental offerings.
16. Prepare and oversee course selection descriptions for the course selection guide.
17. Submit yearly goals and year-end report to building principal.
18. Allocate and approve departmental in-service and field trip monies.
19. Be responsible for all duties and responsibilities as delegated by the building principal.

GENERAL SKILL REQUIREMENTS

1. Experience as a successful subject area teacher.
2. Ability to work effectively with department members.
3. Knowledge of current subject area curriculum trends.
4. Ability to facilitate effective meetings.

Approved by Board of School Directors 05/25/06
Supersedes Policy Dated 01/02/06
Supersedes Policy Dated 12/02/97