

WAUNAKEE COMMUNITY SCHOOL DISTRICT

DEPARTMENT CHAIRPERSON JOB DESCRIPTION

Job Description

I. Qualifications/Functions

The Department Chairperson is selected by administration from members of the individual departments. Selection is based on leadership skills, professionalism, and the ability to complete tasks. The Department Chairperson works under the direction of the Director of Instruction.

II. Performance Responsibilities

A. Organization

The chairperson shall:

1. Work with administration and staff in the development of department plans and goals and the district long-range plan.
2. Work with building coordinators to establish a unified K-12 department.
3. Conduct regularly scheduled department meetings and hold supplementary meetings as necessary. This includes preparation and distribution of agendas and minutes.
4. Aid in the preparation and promotion of district staff development opportunities.
5. Coordinate and facilitate planning in regard to resources and facilities.

B. Curriculum

The chairperson shall:

1. Coordinate the planning and writing of new course proposals.
2. Work with teachers in developing long-range curriculum plans.
3. Confer with teachers as often as necessary in order to assure curriculum implementation. This is not a supervisory role.
4. Address inquiries regarding the department curriculum.

C. Communication

The chairperson shall:

1. Discuss and implement administrative directives and coordinate all necessary actions regarding the department curriculum.
2. Disseminate information to all members of the department concerning important and upcoming events related to the department.
3. Communicate regularly with Building Coordinators regarding district department business.
4. Participate in meetings, as needed, to represent the department (I.e., Department Chairperson meetings, Systemwide Committee).
5. Interview, if requested, candidates for positions with the Principal/Director of Student Services.
6. Encourage and stimulate enrollment in professional groups and attendance at professional meetings.
7. Delegate duties, as necessary, to accomplish projects and goals.

D. Evaluation

The chairperson shall:

1. Coordinate preparation and presentation of department self-study materials.
2. Coordinate implementation of accepted evaluation recommendations.

E. Other

The chairperson shall:

1. Perform other related duties as assigned by the Director of Instruction.

Adopted: March 1994

Revised:

Waunakee Community School District