

Implementation Procedures

DEPARTMENT CHAIR PROVISIONS APPENDIX 2.B

The current Procedural Agreement between the Edmonds School District and the Edmonds Education Association includes provisions for department chairpersons (Appendix 2.B). The following implementation information should be of assistance to you in working with the provisions.

DEPARTMENT CHAIR DUTIES

1. **Textbooks/Materials:** Includes ordering, inventorying, maintenance and dispersal.
2. **Equipment:** Includes ordering, inventorying, maintenance and dispersal.
3. **Curriculum:** Provide direction and leadership in curriculum and instructional strategies; includes the facilitation of writing and teaching curriculum by individuals and teams of teachers, attending district curriculum meetings and reporting to the department, facilitating the dispersal of curriculum information including latest research, attending conferences, etc.
4. **Dept. Coordination:** Coordinate, monitor and evaluate program and curriculum; work with administrators to develop class schedules; hold and lead meetings for department coordination; attend and participate in District meetings for intradistrict department coordination; includes representing the department when working with building staff, the building administrators, the quadrant, and the district.
5. **Budget:** Develop and monitor the department budget; includes facilitating departmental decisions regarding building budget decision making.
6. **Site Decision Making:** Middle and high school department chairs should be expected to participate in shared decision making activities involving departmental or intradepartmental issues. They should not be expected to sit on school-wide decision making bodies as part of their department chair responsibilities.

COMPENSATION

1. Department chair stipends may only be assigned to EEA bargaining unit employees assigned in that department. Department chair discretionary funds may not be used to pay classified staff.
2. Department chairs shall be compensated according to Department Chairpersons Salary Schedule Appendix 2.
3. Department chairs may receive greater compensation than that specified on the schedule in years when extra work on short-term projects is required, e.g., textbook adoption. Such compensation must come from the discretionary amount allocated to the building for department chair duties.
4. Less than 1.0 FTE note on Appendix 2 to be updated each year.
5. In order to qualify for the stipend, an employee must carry out the duties described above.

OTHER

1. Determination of departmental FTE: Determination of FTE staff in each department shall be made according to staffing known on October 1, and shall be based on course codes as listed in the Curriculum data base in Skyward.
2. Departments with less than 1.0 FTE: High schools, middle schools, and K-8 schools may fund department chair positions for departments with less than 1.0 FTE staff from the discretionary amount allocated for department chairs.
3. Splitting positions and stipends: A department chair position and the corresponding stipend may be split between two or more EEA bargaining unit employees with approval of the building principal.
4. Purpose of discretionary allocation: The discretionary allocation is intended to provide for curriculum-related work which is outside the duties of department chairs (listed above). This allocation may not be used to fund other activities.
5. Process for deciding use of discretionary allocation: The building staff should be involved in determining the use of the discretionary allocation. The process for this involvement should follow Draft 5 guidelines.
6. Unfilled positions: Unused department chair funds (e.g. if a school does not have any FTE in a listed area) may be used to augment the department chair discretionary fund, but not for any other purpose.

7. Selection of Department Chairs: The process of selecting department chairs shall be determined by the building, however, at the beginning of the school year employees should be made aware of department chair positions available for the ensuing year and the building selection process/timeline for filling the positions.
8. Review: If you encounter any problems in implementing these provisions, please contact the HR Certificated Director and EEA President so that your concerns can be addressed as soon as possible.