OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: DEPARTMENT CHAIR

SALARY LEVEL:	Stipend	DIVISION:	Certificated
REPORTS TO:	Principal	LOCATION:	School Site
APPROVED BY:	Board of Trustees	DATE: 4/19/2023	

Role and Responsibilities: Under the direction of the school principal, the department chairperson's primary role is to provide instructional leadership, support, and assistance to all teachers in the department. The chairperson serves as a resource to support a standards-based curriculum, effective instructional strategies, and instructional materials. The department chairperson serves as a liaison to site and district administration. As an instructional leader, the chairperson remains current with educational literature, practices, issues, and shares important information with department members.

Additional Responsibilities

- Oversee the department budget and order instructional supplies and equipment
- Coordinate the development and delivery of common, formative assessments
- Collaborate to create the master schedule
- Facilitates all scheduled department and Professional Learning Community (PLC) meetings.
- Disseminate and examine assessment data with their department for the purpose of curricular or instructional modifications
- Unify and provide recommendations for departmental and district policies (such as course outlines, pacing plans, common assessments, grading scales, etc.)
- Inform, promote and organize attendance at conferences and professional development opportunities for department members
- Participate in district curriculum and textbook adoption process
- Coordinate efforts to inventory department materials and equipment
- Promotes efforts to support the success of new teachers and student teachers within the department.
- Assists in articulation of curriculum between OUHSD and middle school feeder districts
- Maintain a leadership role in the WASC and Restructuring processes