

Position: Department Chairperson (High School & Middle School)	FLSA: Exempt
Department: School Leadership and Support	Salary Grade: Stipend
Reports to: Principal	

OVERALL OBJECTIVE AND SUMMARY

The department chair provides instructional leadership and enhances articulation regarding curriculum alignment with standards. He or she facilitates the development and use of common assessments in order to determine instructional strategies that will most effectively meet the needs of students. The duties of the department chair are critical to the overall educational program and require effective and ongoing communication and collaboration with staff and administration. During department chair meetings, administration will incorporate regular discussions about the prioritization of department chair efforts in alignment with the needs of the school.

EXPECTATIONS

1. Demonstrate satisfactory performance in the classroom.
2. Show a willingness and ability to facilitate open, candid, and effective lines of communication with colleagues, parents, and other stakeholder groups.
3. Demonstrate mutual respect and trust among colleagues.
4. Promote positive and productive relationships between colleagues, students, parents and community.
5. Demonstrate an ability to promote positive morale and a willingness to mediate misunderstanding.
6. Demonstrate knowledge of the content area and approved curriculum.
7. Advocate for the success of all students. Be knowledgeable of best practices and developments within his/her departmental content area.
8. Demonstrate a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement.
9. Follow board policies and administrative rules and regulations.

DUTIES AND RESPONSIBILITIES

1. Serves as a resource to administration and school leadership team to assist in creating a culture of continuous learning and improvement.
2. Demonstrates support to District, school, and department goals. The chair will demonstrate a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement, by:
 - coordinating and having an awareness of the curriculum that is being taught in the classroom by the department members.
 - facilitating in the development of measurable and meaningful goals within the department that support school wide goals.
 - facilitating department discussions on student performance data for the purpose of curricular or instructional modification.

- representing the department's recommendations for professional development.
sharing information regarding professional development.
3. Promote department efforts with implementation of the most current standards and objectives, formative and summative assessments, common assessments for like courses, and effective instructional practices.
 4. Facilitate all scheduled department meetings. Plan and organizes department meetings and submit agendas, attendance and minutes as directed by site administration. Facilitates the development and implementation of curriculum for his/her department methodologies, instructional techniques, materials, curriculum and assessment.
 5. Facilitate department committees for new text adoptions, and recommend supplementary materials for his/her department.
 6. Gather information and coordinate efforts to inventory departmental materials and equipment as needed by the administration.
 7. Attend regularly scheduled department chair meetings. Update administration regarding practices and expectations, classroom methodologies, instructional techniques, materials, curriculum, and assessment. Disseminate information from department chair meetings to teachers.
 8. Assist articulation efforts between middle/high school chairpersons, and/or elementary teachers to coordinate the curriculum throughout the district when requested by site/district administration or initiated by the chairperson.
 9. Assist with the completion of all surveys, forms, and state reports that are required of his/her department by local administrators or the Education Center.
 10. Submits any department budget requests. Facilitates the department discussions regarding the allocation of resources when assigned to the department
 11. Collaborate on behalf of the department with administration and counseling regarding master schedule, course descriptions, articulation, and student placement in the various department courses.
 12. Facilitate the attendance of a department member to attend, conferences mandated by the California Department of Education or conferences that site administration or the Education Center believes would be beneficial for a department member to attend.
 13. Assist short-term substitute teachers in carrying out their assigned duties and communicate any concerns to administration. Long-term substitute support will be facilitated by site administration.
 14. Promote efforts to support the success of student teachers placed within the department.
 15. Other tasks deemed necessary and in alignment with the overall objective of this position.