TITLE:	**DEPARTMENT CHAIRPERSON**
QUALIFICATIONS:	Valid teaching certification Experience in classroom, on committees
REPORTS TO:	Director of Curriculum and Building Principals
SUPERVISES:	Curriculum committee and departmental activities in collaboration with department coordinator (where applicable)
OBJECTIVE:	To provide leadership in the development, implementation, coordination and improvement of the department. The department chairperson is expected to demonstrate expertise in the specific discipline, but expected to maintain a global concept of education.

PERFORMANCE RESPONSIBILITIES:

1. Organize departmental meetings, prepare an agenda, record proceedings, and submit documentation.
2. Act as a liaison for communication between teachers and administration.
3. Observe classrooms from a non-evaluative perspective; emphasize importance of instruction and assessment which is consistent with the District Improvement Plan.
4. Review the budget with building principal each year including inventory of textbooks to ensure adequate materials for students.
5. Coordinate program with other departments and across grade levels.
6. Responsible for guiding long-term substitute teachers assigned to the department.
7. Attend relevant workshops; remain aware of current research and educational practices; disseminate timely information to department members. Encourage departmental members to grow professionally by taking course work, attending educational seminars and conferences.
8. Be alert to new and different ideas, and concepts that might help enhance the department mission within individual schools and the district.
9. In coordination with the department coordinator (where applicable), prepare bi-monthly reports about departmental accomplishments, activities, and news.
10. Review, evaluate, coordinate and supervise curriculum and assessment writing.
11. Articulate programming with all levels of education including but not limited to such entities as JJC and GAVC.
12. Help plan and facilitate staff development when necessary.
13. Coordinate formal data analysis sessions with building principals.
14. Assist teachers with data tools. (as necessary)

15. Help AP Coordinator with all aspects of AP courses including the audit, training and testing of AP courses within the department.
16. Coordinate ôbest practiceô sharing opportunities within the department so workshop, research and coursework information can be disseminated.
17. With input from the committee and department coordinator (where applicable), prepare yearly Department Improvement Plans for approval.
18. Working in conjunction with guidance and building principals approve new courses, sequencing and course descriptions within the department.
19. Work with building principals as necessary for all federal, state and local mandates including but not limited to RtI and NCLB as well as have a firm knowledge of standardized testing at the federal, state and local level.
20. Report on quarterly meetings with the department coordinator (where applicable).
21. Working in collaboration with the department coordinator (where applicable) and committee, approve instructional resources as necessary to teach approved curriculum.
22. Other reasonable duties as assigned by the Director of Curriculum.