

Farmersville Unified School District

JOB TITLE: DEPARTMENT CHAIRPERSON (JR. HIGH AND SENIOR HIGH SCHOOL)

JOB DESCRIPTION

AUTHORITY

Under the supervision of the principal or designee, coordinate all aspects, and be responsible for the overall efficacy of the department. The Department Chair shall be the first point of contact for all matters pertaining to the department.

KNOWLEDGE AND ABILITIES

The Department Chair is the curriculum leader for the department, in departments with multiple disciplines the Department Chair shall be familiar with the standards and general content of each discipline taught in the department. In addition to administrative duties, the chairperson shall provide counsel and assistance to members of the department.

DUTIES AND RESPONSIBILITIES (dependent upon site, some duties may not pertain)

Although there is some variance from department to department, in general, the chairperson's duties are as follows:

- Call and conduct department meetings.
- Maintain records of department meetings, department sub-committee meetings.
- Facilitate horizontal and vertical articulation meetings that pertain to the department.
- Advise the district and site on the selection of textbooks and instructional materials.
- Administer departmental budget.
- Coordinate and assist in ordering books, supplies, and equipment for the department.
- Be responsible for inventoried materials within the department.
- Supervise and schedule the use of materials within the department.
- Advise the district and school on policies related to curriculum, testing, and grading within the department.
- Provide assistance in development of district curriculum and instructional materials.
- Provide assistance, guidance and act as mentor to teachers new to the district, site or department.
- Provide in-service or training for staff as appropriate.
- Assist the administration with the development of the master schedule.
- Assist counseling staff in scheduling of students (appropriate course placement).
- Initiate and maintain a research program regarding curriculum development and educational materials.
- Attend all district curriculum committee meetings (if unable to attend assign a designee).
- Attend all department chair meetings (if unable to attend assign a designee).

EXPERIENCE, EDUCATION, KNOWLEDGE AND ABILITIES

- Two (2) years experience in the district.
- Working knowledge and access to SACS.
- Knowledge of the appropriate California Standards and Frameworks.
- Effective interpersonal skills.
- Effective communication skills.
- Organizational skills.

LICENSES, WORKING CONDITIONS, AND OTHER REQUIREMENTS

- Hold a current California Teaching Credential and be Highly Qualified under the provisions of the No Child Left Behind act.
- Be able to work outside school hours as required.
- Be reviewed and evaluated for performance of the duties and responsibilities annually by the principal or designee.
- Maintain a log of hours devoted to the duties of the position.

SALARY

- As per FTA/CTA Contract

SUPERVISOR

- Principal or designee.

WORK YEAR

- The work year will be concurrent with the school calendar.

BOARD APPROVED: May 22, 2007