



Sequoia Union High School District

Job Description

JOB TITLE:	Department Chair
REPORTS TO:	Principal
CLASSIFICATION:	Certificated
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	187 Days
LOCATION:	Various
BOARD APPROVAL:	May 5, 2010

DEFINITION

The department chair provides professional leadership to the staff in the department, works collaboratively with other department chairs and the site administration, advises the principal on all matters connected with the operation of the department; plans, coordinates and supervises the activities within the assigned department; carries out directives of the principal.

DISTINGUISHING CHARACTERISTICS

B.A. (B.S.) and valid Teaching Credential; two years teaching experience in the department; knowledge of current teaching methodologies, curricular innovations and educational research; and effective communication and interpersonal skills.

EXAMPLES OF DUTIES

Instructional Leadership

1. Provide leadership to the department in curricular, instructional and organizational matters, including representing the department at district curricular meetings as required
2. Substitute for department teachers, when required, to allow teachers to observe others for purposes of increasing knowledge and improving methods facilitate peer observation, coaching and support
3. Distribute information and facilitate professional growth opportunities
4. Work collaboratively with staff and administration to improve teaching and learning
5. Assist in interviewing applicants for teaching and instructional associate positions in the department
6. Coordinate and supervise curriculum development within the department
7. Assist site administration in developing the master schedule for the department

Resource Management

8. Administer textbook and other instructional materials budgets
9. Order supplies and equipment, as needed, consistent with budget
10. Assist the site administration in developing and administering department budget
11. Maintain accurate and effective inventories of books, equipment and supplies within the department

Policies and Procedures

12. Work with the site administration in establishing department procedures, e.g. meeting schedules
13. Monitor department functions to assure they are conducted within the scope and intent of district policies, regulations, and procedures
14. Serve as spokesperson for the department in the process of developing district policies and procedures

Communication

15. Organize, plan and chair regular department meetings and follow up as appropriate with minutes and distribution of information
16. Keep guidance and administrative personnel briefed and up-to-date on department organization, plans, etc.
17. Attend faculty and district meetings
18. Assist in establishing and maintaining effective student-faculty relations within and between departments
29. Provide department-related information to faculty, PTA, and/or student groups
20. Perform other job-related duties as assigned by the principal