

**CLASS SPECIFICATIONS FOR THE
DEPARTMENT CHAIRPERSON**

DEFINITION

Under direction of the school site Principal, the Department Chairperson plans, coordinates, and evaluates the instructional program in a department of a high school; and serves as a classroom teacher.

QUALIFICATIONS

Credential: Possession of a clear standard teaching credential with specialization in secondary teaching, authorizing teaching service in the subject field to be chaired, or credential of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A baccalaureate or graduate major in the subject fields to be chaired; or a minor and five (5) years experience in the department.

and

Experience: A minimum of two years teaching experience at the high school level in the subject field to be chaired is required.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Provides basic leadership in the continuous evaluation, interpretation, and implementation of curriculum in his/her subject field, keeping abreast of modern trends and developments, and acting as a resource person for the improvement of instruction in his/her department.
- ___ 2. Serves as a classroom teacher, and is responsible for the duties and responsibilities listed in the class specifications for teacher.
- ___ 3. Assists the Principal in orienting new teachers.
- ___ 4. Assists the Principal in selecting, placing, and evaluating student teachers; and maintains liaison with college supervisors assigned to the student teachers.
- ___ 5. Assists the Principal in evaluating and supervising paraprofessionals assigned to the department.
- ___ 6. Assists the Principal in orienting substitute teachers.
- ___ 7. Provides leadership in developing and evaluating curriculum; studying, evaluating and recommending instructional materials and textbooks for adoption.
- ___ 8. Chairs and coordinates departmental meetings, communicates administrative policies, and meets individual teachers as needed.
- ___ 9. Provides leadership by communicating information related to staff training, and facilitates departmental input into solutions of problems related to the overall improvement of classroom procedures and methods of instruction.

DEPARTMENT CHAIRPERSON

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- ___ 10. Provides leadership in the selection of instructional materials.
- ___ 11. Prepares and supervises the annual department budget for instructional materials.
- ___ 12. Maintains an annual inventory of equipment and supplies used in the instructional program of the department.
- ___ 13. Provides input to preparation of a class schedule for the department, after receiving input from the department.
- ___ 14. Directs the department testing program, keeps departmental records, and provides leadership in a continuous process of evaluating the effectiveness of the instructional program of the department and the appropriateness of the program objectives.
- ___ 15. Informs the counseling staff of the performance expectation of all facets of the department's program.
- ___ 16. Participates in district programs designed to achieve liaison with similar Department Chairpersons in other schools and articulation with other segments within the district.
- ___ 17. Executes and prepares such forms, records, and reports as may be called for in the management of the school.

WORK SCHEDULE AND SALARY

A high school Department Chairperson is assigned to the negotiated extra pay for extra duty schedule as follows:

	Category
80 sections or more of instruction	A
65 sections or more of instruction	B
45 sections or more of instruction	C
44 sections or less of instruction	D