

TITLE

**DEPARTMENT CHAIRMAN
(Extra-Pay Contract)**

KNOWLEDGE AND ABILITIES:

The Department Chairman is the instructional leader within his subject area. In addition to duties of an administrative nature, he is in a position to give counsel and assistance to members of his department.

DUTIES AND RESPONSIBILITIES:

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

1. Call and conduct department meetings
2. Coordinate and assist in ordering books, supplies, and equipment for the department
3. Administer departmental budget
4. Be responsible for inventoried materials within the department
5. Arrange the schedule for use of instructional materials within the department
6. Interpret district, school, and departmental policies related to curriculum, testing, and grading within the department
7. Help new teachers and substitutes within the department
8. Represent the department --
 - a. on recommendations to the principal
 - b. on departmental policy
9. Be the intermediary of all information from the Central Office, the principal's office, or approved outside agencies concerning department activities
10. Assist the administration with the development of the master schedule
11. Encourage research regarding curriculum development and educational materials
12. Under the direction of the principal, aid in the evaluation of non-tenure teachers

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