

East Side Union High School District

Job title: **Department Chairperson**

Description of basic functions and responsibilities

Works to improve instruction for assigned area of the curriculum; provides instructional assistance to teachers as feasible; carries out managerial tasks associated with area; serves as a member of subject coordination committee on a district level.

Major Duties and Responsibilities

Plans and conducts department meetings and coordinates department activities

Leads in curriculum development by keeping department and the principal informed on new materials, new practices in education, and research activities

Assists the principal or designate, as requested, in determining staff assignments, master schedule development and room utilization for each succeeding school year

Coordinates ordering of textbooks and other books and audio-visual materials and assumes financial accountability for same

Coordinates purchasing of supplies and equipment for department and assumes financial accountability for same

Coordinates purchasing of supplies and equipment for department and assumes financial accountability for same

Serves as a member of the subject coordination committee for department

Assists when requested by the principal, with observation or evaluation of teachers and paraprofessionals within the department, and in the selection of new department members and paraprofessionals

Other Duties and Responsibilities

Works for improved articulation with both elementary schools and colleges

Maintains inventory of supplies, equipment, audiovisual materials, texts and books

Acts as a resource person for teachers and administrators

East Side Union High School District

Assists in the coordination of in-service training of department staff members

Assists in the coordination of field trips for the department

Promotes efficient and economical use of equipment and materials within the department

Establishes and develops a resource departmental staff library

Confers with the librarian regarding the ordering of department-related materials for library usage

Annually provide a means for members of the department to assist the chairperson in assessing his/her performance as department chairperson for the purpose of self-improvement

Supervision Exercised or Received

Supervision of the department chairperson is the responsibility of the principal or designate

Minimum Qualifications

Valid California teaching credential

Successful teaching experience

Experience in teaching a broad spectrum of departmental subjects and levels including freshman or first level students, desirable

Personal qualities: Professional competence; mature judgment and ability to exercise individual initiative; leadership qualities and ability to develop rapport with department members; success as a classroom teacher