

HIGH SCHOOL DEPARTMENT CHAIRPERSON

The High School Department Chairperson is directly responsible to The High School Principal. The position requires that the individual provide leadership and coordination so that each member of that department will have an opportunity to be involved fully in activities designed to improve the quality of the instruction offered by the department. The individual shall:

1. Guide and coordinate the department's teachers in the development of the department's philosophy and procedures.
2. Stimulate and coordinate departmental activities aimed at establishing curricular objectives, evaluating achievement of those objectives and making appropriate modification of or additions to the curriculum.
3. Keep informed regarding developments in the content area and coordinate departmental activities designed to systematically disseminate information regarding new developments.
4. Explore new curricula and instructional approaches by incorporating innovative techniques into classroom activities.
5. Work with teachers on the improvement of teaching procedures. The Department Chairperson should strive to be available as a resource person to whom teachers will turn because he/she helps them help themselves.
6. Be alert to the particular subject matter competencies of each member of the department so that each teacher's skills can be utilized most appropriately.
7. Work with the department's teachers and the administration to help develop teaching schedules and room assignments which will make the most effective use of human and physical resources.
8. Assist in the recruitment of teachers.
9. Direct and coordinate departmental activities designed to properly orient and support new members of the department.
10. Work with teachers and administrators to secure the most effective involvement of student teachers in the work of the department.
11. Work with members of the department to select and recommend texts, instructional materials, and equipment.
12. Work with the teachers of the department and the Principal to develop budgetary recommendations.

13. Make recommendations regarding inservice activities and curriculum projects which are needed to strengthen the department's instructional program.
14. Work with the building administration and Assistant Superintendent for Instruction to coordinate the activities of the department with those of other departments.
15. Work with the Assistant Superintendent for Instruction and personnel from the other secondary buildings to evaluate and coordinate the work in the content area in Grades 7-12 to recommend appropriate modifications of that program.