

Liberty Union High School District

**EXTRA-DUTY PAY JOB DESCRIPTION**

**JOB TITLE: Department Chairperson**

GENERAL DESCRIPTION:

Serving as an instructional leader for fellow teachers, a department chairperson takes responsibility for organizing the teachers in an academic subject area to oversee its development consistent with district and state guidelines, coordinate the delivery of the curriculum using best instructional practices, standardize assessment practices, and use data to identify needed areas of improvement

SPECIFIC DUTIES:

- In standards-based classes, ensure the development of pacing guides, embedded assessments and common end-of-course final exams.
- Using data from standardized criterion-reference and teacher prepared assessments, lead department discussions about strategies to improve student performance.
- Serve as a “content expert” and advisor to other teachers in the department on best practices regarding instruction and materials in this subject area.
- Monitor to ensure that department teachers have sufficient and appropriate materials
- Participate in the selection of new teachers and take responsibility for their orientation
- Work with the principal to create teacher assignments within the department
- Convene monthly department meetings and attend school or district gatherings of department chairpersons/site faculty leaders (e.g., Shared Governance).
- Coordinate the adoption, ordering, and dissemination of textbooks, equipment, and other materials/supplies and maintain a department inventory
- Monitor a department budget including approving expenditures by other teachers
- Interact with site administrators and district curriculum leaders regarding department business

QUALIFICATIONS:(can be waived at discretion of the superintendent)

- Experienced teacher with a valid credential in the subject area
- Minimum of three years of experience teaching the subject at the high school level
- Knowledge of the CDE Frameworks and Content Standards for the subject area
- Knowledge of District textbook and new course adoption procedures
- Ability to communicate effectively, orally and in writing.
- Commitment to staying current with research, reform efforts, curriculum changes and the latest trends in educating students in this subject area.
- Ability to analyze and present assessment and other data on student achievement

COMPENSATION: Stipend identified in the LEA Contract

IMMEDIATE SUPERVISOR: Principal or designated administrator

AFTER HOURS COMMITMENT: Monthly department meetings of 1-2 hours; Biweekly site governance committee meetings of 1-2 hours; additional after school or summer time for interviews, orientation of new teachers; potential for evening obligations

TERM OF OFFICE: All Department Chair positions are renewed annually with the unit member for renewal of service, but expected duration until reposting is three (3) years.