

Position: High School Department Chairperson
Reports to: Principal
Compensation: Stipend

OVERALL OBJECTIVE AND SUMMARY

The department chair provides instructional leadership and facilitates department business to support colleagues. These duties and responsibilities are critical to the overall instructional program, requiring effective and ongoing communication and collaboration with staff and administration. The department chair actively participates in district/site professional learning and advocates for the vision and direction of the school. The department chair is student-centered, organized, and demonstrates integrity.

EXPECTATIONS:

1. Satisfactory meets the California Standards for the Teaching Profession (CSTPs)
2. Promotes positive and productive relationships between colleagues, students, parents, and the community.
3. Demonstrates transparent and effective communication.
4. Demonstrates knowledge of the content area and approved curriculum.
5. Advocates for the success of all students.
6. Knowledgeable of the Professional Learning Community (PLC) process.
7. Well-versed in research-based instructional strategies.
8. Analyze student data to produce effective practices to increase student achievement.
9. Champions the school's mission and vision by promoting equitable practices for all students.
10. Follows board policies and administrative rules and regulations.

DUTIES AND RESPONSIBILITIES:

1. Serves as a teacher leader and resource to administration to assist in creating a culture of continuous improvement.
2. Demonstrates support of district, school, and department goals.
3. Make recommendations to administration and advocates for their department's professional learning needs.
4. Supports department members by being equitable, fair, and respectful.
5. Develops and communicates professional learning agendas.

Washington Unified School District

6. Submits meeting attendance and minutes.
7. Promote department efforts with implementation of the most current state approved content standards.
8. Facilitates the development of common formative assessments.
9. Coordinates efforts to inventory department materials and equipment.
10. Based on the department allocation, the Department Chair submits department budget requests and facilitates the department discussions regarding the allocation of resources. Unresolved budget requests will be brought to administration who will then communicate the decision.
11. Assists in the coordination of lesson plans and grading when a long term sub in the department is needed.
12. Collaborates on the behalf of the department with administration regarding master schedule, course descriptions, and development of new courses.
13. Promote efforts to support the success of student teachers placed within the department.