

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DEPARTMENT CHAIR

DEFINITION

Under the direct supervision of the principal, and in coordination with the Assistant Superintendent for Education, Secondary, the department chair provides instructional leadership for the teachers in the department, assists with the implementation and assessment of the district-wide adopted curriculum, and is responsible for the departmental communication and record keeping. The Department Chair will provide expertise, guidance, coaching, leadership and support to promote student success in mastering the standards.

Department Chair Goals and Objectives:

1. Support purposeful and meaningful meetings and professional development regarding instructional and operational components of the department.

Responsibilities Include:

- Lead department meetings in an organized fashion. Meetings should be purposeful and foster meaningful and respectful discussions of the topics at hand. Topics should be both procedural - in terms of departmental needs and concerns - as well as curricular in terms of facilitating discussions of sharing best practices of common performance goals within the department as they pertain to the varying disciplines within the department and include conversations surrounding strengths and weakness of students using assessments (state, department level, etc.).
- Serve as a resource in regards to technological assessment tools and programs utilized by department and district.
- Facilitate discussions with the department to develop specific departmental and student performance goals that are universal among the varying disciplines within the department.
- Facilitate the department in discussions of uniform grading practices, inter-rater reliability and rubrics where appropriate.
- Collaborate and lead department colleagues in:
 - Developing new course outlines aligned to the Standards and UC a-g requirements.
 - Implementing new and existing course outlines.
 - Supporting a positive learning environment.
 - Evaluating the current course offerings within the department and determining if they continue to meet the needs of the department and students – or if new courses should be proposed for adoption or if some older courses need to be re-designed or retired.
- Encourage and promote high expectations with all members in the department.
- Collaboratively problem-solve resolutions to department problems.

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2. Act as the liaison to promote two way communication regarding instructional and operational needs of the department between teachers and administration.

Responsibilities Include:

- Assisting administration with master schedule and teacher assignments within the department.
 - Assist administration in determining professional development needs of the department.
 - Assist as a leader during the WASC process.
 - Identify, share and recommend possible solutions to school and department problems as a representative of the department to administration.
 - Assist with department budget and resources, if allocated.
 - Assist with the interview, selection, and coaching of newly hired/assigned teachers to the department.
3. Link existing resources for teachers within the department to support instruction, classroom management, routines and procedures, etc.

Responsibilities Include:

- Assist in the ordering and distribution of supplies, equipment, and textbooks assuring compliance to School Plan.
 - Promote and monitor use of adopted District materials assuring compliance to School Plan.
 - Be familiar with resources that may assist colleagues who seek out support for instruction, classroom management or curricular ideas.
4. Provide and support department representation at District level meetings, trainings, by bringing information to the meeting from the department and bringing information back from the meeting to the department.

Responsibilities Include:

- Collaborate with District staff to collect and share best practices in an organized, friendly format.
- Attend site and district leadership meetings (curriculum, other).
- Attend and convene site and district department meetings.

Qualifications:

Enthusiasm and planning skills to facilitate and promote professional in-service opportunities; knowledge of the Common Core Standards in specific core academic disciplines; successful collaboration, communication, and leadership skills; experience and comfort leading staff in site, district, and feeder school forums; willingness to promote and encourage research-based strategies and best practices.

Compensation:

In accordance with negotiated Department Chair Salary Schedule

Term: One school year