

CHAIRPERSON (DEPARTMENT) INFORMATION - SECONDARY SCHOOLS

I. Desirable Qualifications for Department Chair

- A. Candidates for the position of department chairperson in Fitzgerald Secondary Schools shall meet the following qualifications prior to the semester of nomination:
 - 1. A master's degree is preferred, but not required,
 - 2. Three (3) years of teaching experience.

- B. In considering candidates for department chairperson, the following questions shall also be considered:
 - 1. Does the candidate have a breadth and knowledge of experience in departmental subjects other than those of his/her immediate teaching assignment.
 - 2. Is the candidate a person who will work harmoniously and effectively with other department chairpersons in the best interests of the school as a whole?
 - 3. Is the candidate willing to accept every teacher on his/her own level and help work out problems with a minimum of interference?
 - 4. Do the candidate's associates bring their problems to him/her? Is the candidate approachable?
 - 5. Can the candidate develop a working atmosphere which encourages teacher participation in group planning?
 - 6. Can the candidate take criticism and profit from it?
 - 7. Does the candidate's teaching exhibit professional leadership?
 - 8. Is the candidate engaged in other activities which limit his/her effectiveness as chairperson?

II. Method of Selection

- A. A notice in the principal's bulletin that certain chairs are open.
- B. A written application form shall be filed with the principal.
- C. Interview by principal, assistant principal, directors or others appointed by the principal.

- D. Principal notifies each member of department giving them opportunity to write their preference for chair.
- E. Principal meets with selection board and arrives at decision.
- F. Principal notifies superintendent who in turn reports to the Board of Education.
- G. Final notification of teacher chair by the principal.

III. Compensation

See "Salaries" in Master Agreement.

IV. Length of Term of Office

A. Term of Office

The term of office shall be for three (3) years. Chairs will be reevaluated in the spring.

B. Removal During the Term of Office

The principal may, after conference with the person concerned, recommend to the superintendent the removal of any chair who shall have performed in an unsatisfactory or inefficient manner. The department and/or the department chair shall have the right to appeal to the superintendent. Removal shall be justified with written reports on the chair's performance. Final approval rests with the Board of Education.

C. Replacement

In case of resignation, removal or vacating of the chairpersonship, designation of a new chair will be effected by standard procedures to fill out the balance of term of chair set forth in number one (1) above.

V. Functions Assigned to Department Chair

The duties of the department chair in Fitzgerald secondary schools shall include the following:

- A. Working with the administration and department members in the development of departmental policies.
- B. Helping to identify departmental needs for new personnel.
- C. Assisting the administration with classroom observations of substitute teachers and providing them with direct instructional help.

- D. Providing leadership to members of the department in curriculum development, including:
1. the written organization of all courses,
 2. the evaluation of courses,
 3. the selection of materials for courses,
 4. the review and adoption of textbooks.
- E. Aid in teacher assignments and scheduling of classrooms.
- F. Consolidate departmental budget requests.
- G. Assist in the assignment of students to special groups within the department.
- H. Represent interests of the department in the following school functions: research, library, student activities, counseling, co-op training and special education, when necessary.
- I. Responsibility for orienting new teachers to the department.
- J. Work with teachers and the librarians in the selection of library books.
- K. Other appropriate duties as requested by the administration.

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