CHAIRPERSON (SUBJECT) INFORMATION – ELEMENTARY

I. Desirable qualifications for Subject Chair

A. Subject chair should have a minimum of one (1) year of teaching experience.

II. Method of selection

A. A notice shall be circulated by the principal announcing the chair openings.

B. A written application shall be filed with the principal.

C. Final selection shall be made by the principal with input from appropriate K-12 curriculum chairperson.

D. In the event of no applicants, the principal may appoint.

III. Compensation

See "Salaries" in Master Agreement, Appendix A-9.

IV. Term of office

A. The length of term of office shall be for three (3) years. Chairpersons will be re-evaluated each spring.

B. The term of office within an elementary school shall be so arranged (staggered) as to provide for one-third of the chairs to expire each year.

C. Replacement

Replacement in cases of resignation, removal or vacating of office shall be for the balance of the term according to the procedure used for regular appointment.

D. 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 subject chair shall have the right to appeal to the superintendent. Removal shall be justified with written reports on the chairperson's performance. Final approval rests with the Board of Education.

V. Responsibilities

With the approval of the principal, the general responsibilities of the subject chair are as follows:

A. Make recommendations for capital outlay items to the principal.

B. Requisition and distribute supplies from subject area.

C. Follow budget procedures as outlined by the Business Office.

D. Serve on appropriate K-12 curriculum committee and attend subject chairperson meetings with principal.

E. Call subject meetings as necessary with a minimum of three (3) per year. Furnish minutes.

F. Coordinate textbook recommendations with committee representatives.

G. Arrange schedules for sharing supplemental material.

H. Assist in subject orientation at opening of school.

I. Assist in building "fan-out."

J. Other duties as assigned by the principal or assistant superintendent.

Adopted 07/01/91; Reviewed 04/21/94; Revised 01/28/08