

**CHAIRPERSON (DEPARTMENT) INFORMATION -
SECONDARY SCHOOLS
Administrative Guidelines**

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 shall be circulated by the principal announcing the chair opening(s).
- B. A written application shall be filed with the principal.

C. Final selection shall be made by the principal with interviews, if necessary.

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

III. Compensation

See "Salaries" in Master Agreement.

All Department Chairpersons must submit an end of year report to the Director of Academic Services and the building principal by June 1 of each school year.

Payments will be disbursed on the last paycheck in June of each academic year.

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. 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.

C. 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.

V. Responsibilities

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. Assisting the administration with classroom observations of substitute teachers and providing them with direct instructional help.

C. 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.
- D. Request and distribute supplies for subject area.
- E. Follow budget procedures as outlined by the principal and/or Business Office.
- F. Review and vote on district new course and new textbook recommendations as needed.
- G. Attend subject chairperson meetings with principal as needed.
- H. Plan and run subject meetings as instructed by the building principal. Meeting agendas and minutes should be submitted to the building principal within one week of the meeting.
- I. Coordinate textbook recommendations with committee representatives.
- J. Arrange schedules for sharing supplemental material.
- K. Serve on the School Improvement Committee in the instance that there is not enough representation as outlined in the School Improvement Committee Administrative Guidelines.
- L. Responsibility for orienting new teachers to the department.
- M. Other duties as assigned by the principal or Director of Academic Services.