

CHAIRPERSON (SUBJECT) INFORMATION – ELEMENTARY Administrative Guidelines

I. Desirable qualifications for Subject Chair

- A. A master's degree is preferred, but not required.
- B. Three (3) years of teaching experience is preferred, but not required.

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 Collective Bargaining Agreement.

All Subject 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. 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 chair'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. Request and distribute supplies for subject area.

B. Follow budget procedures as outlined by the principal and/or Business Office.

C. Review and vote on district new course and new textbook recommendations as needed.

- D. Attend subject chairperson meetings with principal as needed.
- E. 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.
- F. Coordinate textbook recommendations with committee representatives.
- G. Arrange schedules for sharing supplemental material.
- H. Serve on the School Improvement Committee in the instance that there is not enough representation as outlined in the School Improvement Committee Administrative Guidelines.
- I. Other duties as assigned by the principal or Director of Academic Services.