

## **DEPARTMENT CHAIRPERSONS**

### ROLE AND RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS

1. Provide instructional leadership within their department, team, and grade-level.
2. Coordinate department activities.
3. Make classroom visitations to provide assistance to teachers - instruction, courses of study, materials, etc.
4. Maintain an accounting of department's equipment and supplies.
5. Serve as the contact person for ordering instructional materials and supplies for department members.
6. Requisition necessary textbooks, equipment and supplies.
7. Facilitate the planning of curriculum mapping.
8. Assist in coordinating testing activities within department.
9. Conduct department meetings.
10. Attend Team Leader/Dept. Chair and District meetings.
11. Recommend to the principal the assignment of teachers to classes within the department.
12. Assist new teachers with classroom management strategies; lesson planning, school procedures; selecting textbooks; and other matters of concern to new teachers.
13. Serve as a messenger/liaison between the department members, math coach, and administration.
14. Demonstrate positive leadership characteristics, utilize appropriate judgment, and adhere to District, State, and Federal policies, procedures, and mandates.

### ELECTION OF DEPARTMENT CHAIRPERSONS

There are two methods of selecting a department chairperson:

1. The department chairperson is elected by the members of the staff who teach subjects in that department. The department will meet and select the chairperson by consensus.
2. The department chairperson is elected by the members of the staff who teach subjects in that department. Each person in that department will have the number of votes equal to the number of classes he/she teaches in that department; this will equal from one to six. The person receiving the highest number of votes will become the department chairperson.