

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/08	<u>DEPARTMENT CHAIRPERSON, HIGH SCHOOL</u>	1.8.5.1A
Effective Date	Job Title	Index

1. Primary Function: Organizes and directs the instructional program of a senior high school department so that it achieves school and District goals. The department coordinator functions in cooperation with other department coordinators, District personnel, and with building administrative staff.
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Supports and plans for implementation of the school district curriculum as it applies to the department.
 - 3.02 Assists new staff members in becoming oriented to the department.
 - 3.03 Leads groups of specialized personnel and teachers through a series of discussions and other experiences to reach agreement on department instructional goals.
 - 3.04 Uses a set of evaluative criteria and procedures consistent with District policy to determine the quality, utility, and availability of learning materials and resources, and organizes and conducts review sessions where teachers and other personnel can apply the criteria to new materials and resources and make recommendations for acquisitions in needed areas.
 - 3.05 Arranges for the production of learning materials necessary to complement, fulfill, and/or enhance the aims of the curriculum within the building.
 - 3.06 Insures that the department program in the building is consistent horizontally and vertically with the articulated 1-12 District program, in collaboration with designated District and Area office staff; with department coordinators in other high schools; and with staff of feeder schools.
 - 3.07 Promotes cooperative and supportive inter-staff departmental relationships through employment of procedures for establishing and implementing organizational goals; through clarification of individual and group roles; through thoughtful and purposeful planning; and through settings and structures that enhance open communication.
 - 3.08 Resolves conflict situations with students, parents, teachers, and others through the use of interpersonal skills.
 - 3.09 Applies decision-making models and, with the students and staff, develops rational approaches to problem-solving, focusing on problem content and process.
 - 3.10 Plans and conducts meetings that build staff identity and commitment to group decisions.
 - 3.11 Recommends assignments of staff members.
 - 3.12 Proposes carefully reasoned or research-supported allocation of resources to improve efficiency, productivity, and morale.
 - 3.13 Plans for the integration of a departmental curriculum into the total school program.
 - 3.14 Organizes, supervises, and manages the financial affairs of the department.
 - 3.15 Projects long- and short-term budgetary needs of the department so that it can be carried out with available facilities and equipment.

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- 3.16 Follows specified standards, policies, and procedures of the building and District.
- 3.17 Assists in the improvement of instruction by coordinating a system of peer evaluations and assisting in the development of instructional skills, apart from Evaluation through Performance Improvement Commitment: EPIC.

Additional Responsibilities:

- 3.18
- 3.19
- 3.20

4. Minimum Qualifications:

- 4.01 Valid Oregon teaching certificate in a subject of the area of assignment.
- 4.02 Master's degree or three years of teaching experience.

Additional Qualifications:

- 4.03
- 4.04
- 4.05

- 5. Minimum Term of Employment: Teacher Contract.
- 6. Salary Level: Placement on Teacher Salary Schedule plus 9.1 percent of base differential.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____