

**JOB TITLE**

# Department Head

**REPORTS TO:** Building Administrator

**JOB DESCRIPTOR:** SCHEDULE

**DATE:** July 1, 1994

**DEPARTMENT:**

**SCHEDULE:**

**NON-EXEMPT X**

---

**NATURE AND SCOPE OF JOB:**

Perform supervisory and administrative duties essential to the efficient operation of the department to which he/she is assigned, provide professional leadership within the department, and supervise all activities concerned with or assigned to the department.

**JOB FUNCTIONS:**

**ESSENTIAL FUNCTIONS:**

1. Recommend the scheduling of classes and the assignment of personnel in the department.
2. Assist in the screening, selection and orientation of personnel in the department.
3. Coordinate departmental curriculum development and help define the department's educational products and services.
4. Assist the teachers of the department with current developments (philosophy, practices, materials) within the areas of the department.
5. Coordinate textbook and other classroom material evaluation studies within the department.
6. Responsible for suggesting and planning in-service programs in the department.
7. Consult with the Principal/Associate Principal concerning matters related to the department.
8. Assist substitute teachers assigned to the department.
9. Act as liaison between the school administration and the members of the department.
10. Represent the department in the formulation of school policy related to the subject area.
11. Plan and conduct regularly scheduled department meetings.
12. Participate in school department head meetings and other special meetings as required.
13. In cooperation with guidance department personnel, recommend the placement and assignment of students to subject selection in the department.
14. Assist the Principal/Associate Principal in the development and administration of the departmental budget.
  - o Correct and prepare all information pertaining to the preparation of budgetary

requirements and keep a running account of budget expenditures.

- Appraise and act on requisitions for the department.
  - Confer with sales representatives and make recommendations for the purchase of textbooks and other instructional materials for the department.
  - Prepare and submit requisitions for equipment and supplies for the department.
15. Supervise equipment, and supply inventory and equipment repair within the department.
  16. Complete all departmental reports and surveys.
  17. Receive and distribute department correspondence.
  18. Coordinate student participation in departmental-related contests, societies, and conferences.

### **OTHER FUNCTIONS:**

1. Other responsibilities assigned dependent on Administration's requirements.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

### **JOB QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND MENTAL ABILITY:**

- Possess all knowledge, skills and mental ability as listed on the job description for department teachers.

#### **EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING**

- One year successful contract teaching experience at the secondary level.
- Must be a certified employee at the building to which the appointment is made.

#### **EQUIPMENT USED:**

- Same equipment used as listed on the job description for department teachers.

#### **PHYSICAL DEMANDS:**

- Same physical demands as listed on the job description for department teachers.

#### **ENVIRONMENTAL DEMANDS:**

- Same environmental demands as listed on the job description for department teachers.

[Return to Home Page](#)