

**ELEMENTARY DEPARTMENT CHAIRPERSON
(PRIMARY & INTERMEDIATE)**

Definition

Under direct supervision of the school unit administrator, to serve as liaison between the teacher and the principal to provide educational leadership to the teachers in the department and to the school's total program, and to do related work as required.

Qualifications

Experience: Minimum of three years teaching. Preference will be given to individuals with experience in leadership roles.

Other training: Preference will be given to individuals with academic preparation in management and curriculum development.

Distinguishing Characteristics

The elementary primary and intermediate department chairpersons fulfill the role of the elementary vice principal with more emphasis on direct assistance in classroom instruction, goal setting, objective development and evaluation. They have the ability to work with people effectively in a leadership role; plan, organize, and carry out procedures; write and assist others to write objectives.

Typical Duties and Responsibilities

1. Assist in orientation of certificated personnel to procedures, routines, and responsibilities.
2. Assist in the supervision and evaluation of instruction of the department members by providing suggestions and assistance in planning, goal setting, and objective development.
3. Assist in the development of goals and objectives for the school, grade level, and individual teachers.
4. Plan and conduct grade level and department meetings.
5. Conduct inventories and assist in distribution and utilization of textbooks.
6. Assist in the development of schedules as required by the principal, such as recess duty, a.v. equipment and material use, special facilities use.
7. Assist in faculty meetings as required.
8. Assist in coordination and use of Parent Volunteer Aides.

Work Schedule and Salary

The elementary department chairperson serves on all of the days required for the classroom teachers, plus five additional days, and is placed on the salary schedule according to training and experience, with 5% above the base salary to compensate for the extra working days and responsibilities