

ARTICLE 30: DEPARTMENT CHAIRPERSONS AT THE MIDDLE  
SCHOOLS AND HIGH SCHOOLS

30.1 Effective January 1, 2016, there shall be a minimum of six (6) Department Chairpersons at each of the two comprehensive High Schools and at each of the three (3) Middle Schools. The determination of which department will receive a Department chairperson each year is within the sole discretion of the principal or designee after input from the teachers at each of the sites. Small departments may be grouped to form a unit which will receive a Department Chairperson.

30.1.1 Department Chairpersons shall be elected based on the procedures set forth in section 30.1.1.1. The principal may remove a Department Chairperson only after written notice has been given that states the deficiency and only after the Department Chairperson has had a period of thirty (30) days from the date of notification to correct the deficiency.

30.1.1.1 Department Chair Elections

- a. Each department shall elect the Chair for a two (2) year term, unless the election is filling a vacancy, at which time the term will be for the remainder of the vacancy.
- b. A Department Chairperson may serve two consecutive terms of up to four years. In the event that no other department member chooses to run, the department may re-elect the current Chair with a majority vote.
- c. Candidates will submit their names to the department at the March department meeting in the spring semester in which their term expires. The Department Chairperson election will be held during April or May.
- d. Candidates must have a minimum of two (2) years teaching experience in the department or subject area. Candidates must teach the majority of their sections in the department. If no candidate in the department meets these criteria, all are eligible
- e. The election will be held by written, secret ballot.
- f. All current members of the department shall receive one vote per section currently taught in the department.
- g. Ballots will be distributed, collected and counted by the principal and faculty chair. A majority of the votes cast shall determine the winning candidate.
- h. In the event that no candidate receives a majority vote on the first ballot, a runoff election shall be held. The candidates in the runoff election shall be the candidates receiving the two highest number of votes.

- i. In the event of a tie vote, the two candidates must agree to one of the following:
  - Choose to co-chair the department;
  - Serve for a one (1) year term;
  - One candidate withdraws his/her name from the ballot and a new election is held.
- j. Two teachers may run together as Co-Chairs following the same procedures for election of a single Department Chairperson.

30.1.2 Department Chairpersons have the right to consult and make recommendations to the principal or designee on the allocation of the department's budget funds, establishment of the department's class offerings, assignments of department members to specific classes, and balancing of department classes.

The District shall adopt a job description for the Department Chairperson which shall include the following responsibilities.

#### 30.1.2.1 Instructional Assistance to Teachers

- a. Assist teachers in the department with instruction related needs in cooperation with the principal or designee.
- b. Provide support and assistance to beginning teachers as needed.
- c. Encourage members of the department to assist one another through forums on subject areas within the department, sharing teaching strategies and ideas and facilitating peer assistance relationships among members of the department.
- d. Disseminate information related to professional growth, such as interview opportunities and conferences.

#### 30.1.2.2 Curriculum

- a. Communicate department needs in the areas of curriculum and related materials to and from the site administration after input from department members.
- b. Provide expertise regarding the subject matter and serve as a resource to colleagues when it comes to curriculum.
- c. Assume responsibility for determining textbook needs after input from department members.
- d. Represent the department at meetings related to the department's area of instruction.
- e. Serve as a member of District textbook selection committee.

### 30.1.2.3 Implementation

- a. Assume responsibility for ordering, inventory, and delivery of supplies needed by members of the department.
- b. Provide information for and assist in ordering textbooks.
- c. Provide information related to class scheduling needs to and from site administrators after input from department members.
- d. Provide information related to department budget needs to and from site administrators after input from department members.
- e. Provide information related to department classroom and equipment needs to and from site administrators after input from department members.
- f. Provide information and assist in preparation of field trip plans and scheduling of speakers related to department needs.
- g. Perform other department leadership duties as assigned by the principal or designee, but no more than three hours a month.
- h. The Department Chairperson shall not evaluate teachers.

### 30.1.2.4 Communication

- a. Conduct monthly department meetings as necessary to facilitate communication between department members and administrators. Other department meetings will be scheduled as needed by agreement between the principal and department chairperson. It is advised that meetings not be held during duty free lunch.
- b. Communicate department needs in the area of materials and supplies to and from site administrators after input from department members.
- c. May volunteer as a school representative to community organizations.
- d. Disseminate information about professional responsibilities and opportunities to department members.

- e. Function as department representative in meetings with the school administration and/or District administration when requested by department members or administrators with concurrence from the principal.

30.1.3 Each Department Chairperson shall be required to attend meetings that are required of other unit members.

30.1.4 Department Chairpersons will be paid according to Exhibit F.