

## **SUPPLEMENT PERFORMANCE RESPONSIBILITIES**

**TITLE:** Department Chairperson/Team Leader (Middle and High)

**QUALIFICATIONS:**

- Valid Florida Educator's Certificate in appropriate subject area.
- Certified in generic area for which responsible.
- Successful teaching experience in appropriate subject.
- Three (3) years prior teaching experience.

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**JOB GOAL:** The goal of the department chairperson is to coordinate the curriculum, finances and personnel responsibilities of a department within the guidelines of the district and to function as a liaison between faculty, administration and district staff.

**PERFORMANCE RESPONSIBILITIES:**

- Expresses departmental/team views in administrative meetings and administrative views in departmental/team meetings.
- Is available to consult with parents, teachers, students, guidance personnel and the administration in the proper placement of students.
- Consults with the appropriate administrator about curriculum, textbooks, budget and personnel needs and concerns.
- Communicates with the district office personnel and subject area personnel from other schools.
- Serves as a resource person for the department, especially teachers new in the department, teachers teaching a course for the first time and substitute teachers.
- Is responsible for meeting with department/team members on a regular basis (at least once a month) and providing minutes of meeting to the administration.
- Meet with subject area supervisors a minimum on four (4) times each year.
- Coordinates the implementation of district and state curriculum framework and performance standards.
- Promotes collegiality and effective communication among department/team members.
- Works with administration in curriculum development, self-study and comprehensive planning.
- Assists with interviewing and evaluating job applicants.
- Plans and coordinates the specific responsibilities of aides, clerks and paraprofessionals with their departments.
- Is responsible for ordering supplies and materials and equipment for the department.
- Is responsible for the security of and accountability for departmental supplies, materials and equipment, textbooks and facilities.
- Is responsible for placing textbook orders with the school-based textbook manager.

- Recommends changes in the physical plant involving extensive planning of new construction and minor alterations.
- Requests repair and maintenance service through the appropriate school-based personnel.
- Distributes supplies and materials to teachers.
- Prepares departmental reports and inventories.
- Provides input on, coordinates and implements departmental/team budget.
- Coordinates and distributes materials such as catalogues, notices, surveys and other intradepartmental communications.
- Prepares requisitions for county and internal account requisitions for the department/team.
- Writes letters of recommendation for teachers and students.
- Consults with the appropriate administrator about course offerings, master schedule, teaching assignments, room assignments, schedule changes and registration for the regular school year and for the summer session.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** To be evaluated at the end of every semester by the school administrator(s) and the subject area supervisor based on records, performance and observation.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001  
New Date: 5/19/14