

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Assistant Department Chairperson

QUALIFICATIONS:

- Valid Florida Educator's Certificate in appropriate subject area.
- The principal may alter the above qualifications as deemed necessary, appropriate and acceptable.

REPORTS TO: Department Chairperson and Principal

SUPERVISES: N/A

JOB GOAL: To assist the department chairperson in coordinating the curriculum, finances and personnel responsibilities of a department with the guidelines of the district.

PERFORMANCE RESPONSIBILITIES:

- In the absence of the department chairperson, the assistant department chairperson shall express department/team views in administrative meetings and administrative views in departmental/tam meetings.
- The assistant department chairperson shall be responsible for providing minutes of department meetings to the administration.
- The assistant department chairperson shall be responsible for assisting the department chairperson as directed in the following areas:
 - Communicating with the district office personnel and subject area personnel from other schools.
 - Working with the department chairperson in curriculum development, self-study and comprehensive planning.
 - Ordering supplies, materials and equipment for the department.
 - Securing and accounting for department supplies, materials and equipment, textbooks and facilities.
 - Placing textbook orders with the school-based textbook manager.
 - Distributing supplies and materials to teachers.
 - Preparing departmental reports and inventories.
 - Coordinating and distributing materials such as catalogues, notices, surveys and other intradepartmental communications.
 - Preparing and/or submitting county requisitions and internal account purchase orders for the department/team.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Principal or Designee

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.**