

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Department Head Elementary

**QUALIFICATIONS:**

- Certified in elementary education, early childhood education or appropriate subject area.
- Experienced classroom teacher.

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**JOB GOAL:** To provide leadership within the grade level in carrying out the educational program of the school.

**PERFORMANCE RESPONSIBILITIES:**

- Chairs grade-level meetings.
- Leads grade-level/team-level planning.
- Serves on school's curriculum council.
- Assists members of instructional level as requested.
- Communicates information to the grade level as appropriate.
- Coordinates the grade-level team.
- Confers with principal on matters involving administration and team/grade level.
- Assumes the responsibility of staff teacher.
- Reports severe problems of any kind to the principal.

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

**EVALUATION:** By Principal

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