



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 400 Extra-Duty Assignments**  
**TITLE: 009 Department Chair**

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<b>TITLE:</b>	Department Chair
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Valid teaching certificate for the State of Missouri in the Department Chair subject area</li><li>* Must be currently teaching in the subject area to be considered as a Department Chair for that specific curriculum area</li><li>* Department Chairs will be selected by the Superintendent, Assistant Superintendent, Building Principals, and the Coordinator of Curriculum &amp; Instruction</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Coordinator of Curriculum & Instruction Building Curriculum Facilitator Building Principal, Assistant Superintendent, and Superintendent
<b>SUPERVISES:</b>	Other department members as required.
<b>TERM OF POSITION:</b>	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
<b>SALARY:</b>	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule.
<b>VACATION:</b>	none
<b>CONTRACT:</b>	One-Year Contract
<b>JOB GOAL:</b>	The goal of the Department Chair is to provide leadership, coordination, communication, and innovation in an assigned curricular area so that each student derives the maximum benefit from the continuing pursuit of the subject area involved.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The Department Chairs will be representatives of quality teaching within the assigned curricular area.</li><li>* The Department Chairs will serve for a period of one school year and will be reviewed annually.</li><li>* The Department Chairs will serve as the liaisons between the members of the curricular area, the Building Curriculum Facilitators, and the Coordinator of Curriculum &amp; Instruction.</li><li>* The Department Chairs will work with the Coordinator of Curriculum &amp; Instruction, the Building Principals, the Building Curriculum Facilitators, and the Guidance Counselors in assessment data analysis, coordinating a "plan" within department goals, benchmark assessments, activities, and resources.</li><li>* The Department Chairs will work with the Building Curriculum Facilitators to coordinate the subject matter of each department, establish objectives, and assist in curriculum work and development for each content area.</li><li>* The Department Chairs will provide leadership to their respective building on the best current practices in all content areas, and assume the building leadership role in the curriculum writing/revision and implementation process.</li></ul>



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- \* The Department Chair will facilitate the process of taking the written, taught, and tested curriculum and forming "one" active, working curriculum. This curriculum will meet the Show-Me-Standards and content standards while preparing students for mandated testing.
- \* The Department Chairs will assist the Building Curriculum Facilitators in orientation of the district's "new" teachers to review information concerning curriculum, assessment, and budget.
- \* The Department Chairs will attend all district-wide department meetings and provide assistance when needed.
- \* The Department Chairs will attend all building-specific department meetings and provide assistance when needed.
- \* The Department Chairs will meet with other respective building Department Chairs to review programs, coordinate curriculum from grade to grade, and articulate ideas.
- \* The Department Chairs will hold and conduct monthly department meetings to review curriculum, testing, professional development, supplies, materials, etc.
- \* The Department Chairs will provide brief, written updates on a monthly basis to the Building Curriculum Facilitators.
- \* The Department Chairs will provide annual building department summaries to the Building Curriculum Facilitators.
- \* The Department Chairs will be responsible for coordinating departmental book orders.
- \* The Department Chairs will explore professional development opportunities for staff and make recommendations to the Building Curriculum Facilitators for improving student performance.
- \* The Department Chairs will assist the Building Curriculum Facilitators and the Coordinator of Curriculum & Instruction in overseeing all curriculum-related documentation and written summary areas of the MSIP evaluation process.
- \* The Department Chairs will perform all other duties as assigned by the Coordinator of Curriculum & Instruction, Building Curriculum Facilitators, Building Principal, Assistant Superintendent, or Superintendent.

**Hancock Place School District**  
**Date Approved: December 14, 2005**