



Department Chairperson

JOB DESCRIPTION

The Department Chairperson provides instructional leadership and directs the operation of the academic department to which assigned.

EDUCATION AND CERTIFICATION REQUIREMENTS

Bachelor's degree with appropriate teacher certification

DUTIES AND RESPONSIBILITIES

1. Coordinates the instructional program
2. Directs operation of the department
3. Plans and conducts regular department meetings
4. Prepares requisitions, issues, and monitors use of supplies, materials, and equipment
5. Assists in screening, selection, and orientation of departmental personnel
6. Assists in the academic card program
7. Prepares departmental budget requests
8. Coordinates supervision duty of the department area of the building
9. Participates in department chair meetings
10. Establishes liaison with other administrative units and personnel
11. Monitors lesson plans and grade book of each staff member
12. Monitors teacher made tests and examinations
13. Coordinates staff development activities
14. Plans and coordinates curriculum development
15. Communicates effectively with staff
16. Promotes effective and harmonious working relationships
17. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, and frequent travel within the District and occasionally outside the district/county. May experience prolonged and irregular work hours and work with frequent interruptions.

PAY SCALE: Teacher Pay Scale + Stipend

NUMBER OF DAYS: 187

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
12/2/07