

**DEPARTMENT CHAIR/TEAM LEADER PRIMARY FUNCTION**

A Department Chair/Team Leader who is selected by the principal\* annually will provide active support and professional leadership on behalf of the Board, district and site by carrying out the duties and responsibilities below.

**DIRECTLY RESPONSIBLE TO**

Middle School/Senior High School Principals

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Act as a liaison between:
  - the school administration and the department/team by attending monthly Principal's Advisory Committee/School Governance/School Leadership meetings; A second meeting may be called if necessary, not to exceed 15 meetings per school year.
  - the department/team and school review programs (i.e. WASC, PQR, CCR, etc.) as well as other appropriate centralized (District level) committees/events where the department/team's perspective is needed;
  - the school and the district by attending quarterly district-wide subject area Steering Committee meetings and, with mutual agreement, other meetings as may be deemed necessary by the principal.
2. Organize and conduct monthly department/team meetings (including a written report following the meeting to be submitted to the principal and all of the department members).
3. Coordinate the development, renewal and implementation of curriculum, particularly with regard to standards, assessment and accountability, to ensure its rigor, relevance and importance. This coordination will require both vertical and horizontal articulation at each school site.
4. Disseminate all information from site and district meetings relevant to the team/department's subject area(s).
5. Advise in the development of the department/team's schedule as part of the school's master schedule.
6. Coordinate requests for instructional texts, materials, supplies, equipment and other resources for adoption and/or purchase.
7. Prepare and monitor department/team budget as well as approve expenditures.
8. Assist in the interview of department/team staff and assist with the onboarding of new department/team members (including long-term substitutes) once hired.
9. Disseminate information about and participate in professional growth.
10. Participate in up to four (4) required in service activity days each school year, as determined by the Assistant Superintendent of Educational Services.

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\*At a specific school, the department members may opt to recommend to the principal a unit member to serve as Department Chair/Team Leader with the understanding that the final decision on the Department Chair/Team Leader position rests with the principal.