



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Department Chairperson

QUALIFICATIONS: Employed at school in appropriate department

REPORTS TO: Principal

POSITION GOAL: To assist in planning, implementing and coordinating the curriculum.

PERFORMANCE RESPONSIBILITIES:

1. To conduct regularly scheduled and specially called department meetings and coordinate all department concerns.
2. To attend curriculum meetings with other department chairpersons, head guidance counselor, curriculum assistant and principal.
3. To recommend the addition of new courses in the department and to recommend revision of the curriculum frameworks/student performance standards, if necessary.
4. To prepare and administer department budget, as related to instructional supplies, equipment and materials.
5. To submit orders for all textbooks and materials for the department.
6. To distribute school and district information and materials to department members and act as a clearing house for professional mailings.
7. To assist any first-year teachers in the department to understand rules and procedures of classroom organization, attendance reporting, grade reporting, lesson plans, etc. and orient other new department teachers as necessary.
8. To submit course descriptions for the curriculum frameworks.
9. To interview prospective teachers for positions within their department.
10. To assist in coordinating data for the district comprehensive plan.
11. To perform any other duties assigned by the Principal or Superintendent.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated semi-annually by the Principal.