Department Chairs - CEHS

TITLE: Department Chairs (Art, Science, English, Math, Social Studies, Technology, Foreign Language, Health/PE, Instructional support)

QUALIFICATIONS: CEHS Teacher, strong organizational and communication skills

REPORTS TO: The Principal

SUPERVISES: NA

JOB GOAL: To coordinate the work of the department in the furtherance of district and school goals.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the curriculum, instruction, and assessment work of the department in accordance with district and school goals, and the learning needs of students.

To communicate with the principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings and other events.

To work cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTEL The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

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