

**Hernando County School Board
Florida**

HIGH SCHOOL DEPARTMENT CHAIRPERSON

Required Qualifications:

- Minimum of three (3) years secondary experience in departmental field
- Must be a member of department

Desired Qualifications:

- Ability to communicate positively and effectively with other professionals
- Department Coach, if applicable
- Ability to analyze data effectively

Performance Responsibilities:

- Oversee or implement all programs and/or strategies, as they relate to the School Improvement Plan, SIP, at the direction of the principal and/or designee
- Conduct preliminary interviews of instructional personnel to be assigned to the department and make recommendations if requested by the principal and/or designee
- Implement procedures designed to maintain and improve accreditation standards as outlined by the Southern Association of Colleges and Schools (SACS)
- Be responsible for ensuring adequate textbook, software and digital media inventories, and their distribution to students
- Orient substitute teachers to their classes giving assistance where needed and assisting with the preparation of lesson plans, if necessary
- Represent the school and department at district-wide curriculum meetings
- Assist principal by providing suggestions for corrective action(s) in the instructional evaluation of teachers, if requested
- Be responsible for all departmental orders utilizing internal accounting and district procedures
- Assist administration in preparation for state and district audits, when applicable
- Maintain strict adherence to budget limitations imposed on a department through the requisitioning system and necessary bookkeeping procedures
- Maintain textbook and equipment replacement costs lists
- Maintain perpetual inventory records for all equipment and supplies used in the department
- Archive departmental teacher software programs associated with curriculum such as test generators, resource disks, textbook disks, etc., if applicable.
- Maintain necessary files covering all functions of the department such as course frameworks and standards, minimum student performance standards, standards of excellence, equipment, supplies, departmental course syllabi, classroom rules, emergency lesson plans of all department members, ancillary text inventories, etc.

- Recommend curriculum and textbook changes to be utilized in the department
- Implement and oversee all pertinent state, school board, district, or school level directed grading policies, homework policies, classroom rules, safety issues, discipline procedures, etc. within the department
- Assist in setting up the master schedule, if requested
- Analyze and/or present all data that relates to department curriculum to drive curriculum (i.e., FCAT results, PSAT, district-wide testing, progress monitoring, ACT, SAT, etc.)
- Work closely with teachers, school, and district administration in developing methods of improving the quality of instruction, lesson planning, and testing and evaluation procedures to determine effectiveness of current methods
- Develop and maintain a high level of morale among team members by being a positive role model
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11