

Superintendent File: CFA-R

DEPARTMENT CHAIRPERSONS

Secondary Schools

Definition

A department chairperson is a teacher who has been appointed by the principal to perform supervisory and administrative duties that are essential to the efficient operation of the department to which he/she has been assigned.

Selection

A chairperson shall be selected when there is a consensus among the faculty members and the administration that filling such a position will result in improved instruction. When such consensus is reached, selection shall be in accordance with the following criteria:

1. Departments which have five or more teachers may apply to the principal for a chairperson. Under special circumstances and with the principal's recommendation, departments with fewer than five members may also be considered for a department chairperson. The term for chairpersons will be for one school year, subject to review before renewal. Vacancies that occur during the school year shall temporarily be filled, for the remainder of the year only.
2. In each junior and senior high school, each department will recommend its choice for department chairperson to the principal. The final selection shall be by the principal. It is the principal's responsibility to provide a job description for each department chairperson.

Additional Pay

Compensation for department chairpersons will be at the negotiated rate or at the discretion of the Board of Education.

Issued and Board-approved: July 13, 1976

Repealed by the Board and re-enacted by the Superintendent: November 19, 2002