

DEPARTMENT CHAIRMAN

The head of each curricular department in the Benton School District has the job goal of maintaining standards of excellence in the assigned curricular area. The department chairman works with teachers within the department, counselors, and administrators in specific schools to insure that each student in the specific subject areas involved may derive the greatest academic and personal benefit from learning experiences.

Specific Responsibilities

High School:

1. Plan, organize, and preside over departmental teacher meetings for assigned curricular area.
2. Coordinate program within assigned curricular area so that each student will receive a sequential learning experience.
3. Coordinate departmental curricular revision on request from principal.
4. Advise the principal on class loads and teacher subject assignments in assigned curricular area.
5. Evaluate achievement and placement of students in assigned curricular area.
6. Plan and oversee testing programs for assigned curricular area.
7. Supervise and coordinate the ordering of departmental instructional aids and material for assigned curricular area.
8. Keep an ongoing evaluation of the effectiveness of the curricular area.
9. Advise the principal concerning the educational strengths and weaknesses of the curricular area.
10. Keep informed about current trends and practices in the various subject-matter fields and disseminate professional information and material to the teacher of that curricular area.
11. Coordinate and maintain record keeping as is necessary.
12. Participate in those activities most likely to lead to continued professional growth.
13. Improve the effectiveness of teachers within the curricular department.
14. Advise the principal in the evaluation of teachers in the assigned curricular area.
15. Perform other tasks and other responsibilities as may from time to time be assigned by the principal.

Junior High and Middle School:

1. Plan, organize, and preside over departmental teacher meetings for assigned curricular area.
2. Coordinate program within assigned curricular area so that each student will receive a sequential learning experience.

3. Coordinate departmental curricular revision on request from principal.
4. Serve as chairman of the textbook selection committee for assigned curricular area.

Elementary:

1. Serve as a resource person to the elementary schools.

12/4/14