

### **Department Heads/Team Leaders/Area Leaders**

Departmental, team, and area leaders play an essential role in the successful operation of the programs in the secondary schools. They coordinate activities within and maintain communication among members of the department, team, or area as well as communicating with other leaders and with the building administration.

#### **A. Duties and Responsibilities**

Duties and responsibilities will be assigned by the building principal. Job descriptions for all department, team, and area leaders will be maintained and updated annually under the direction of the building principal.

Team leaders are expected to carry out the following responsibilities:

1. Initiate procedures within the team which will ensure that
  - a. instruction within the team is in agreement with district-adopted curricular goals and objectives;
  - b. team materials and equipment are inventoried and maintained;
  - c. the team budget is planned and administered; and
  - d. staff and students on the team are effectively scheduled;
2. plan, conduct, record and disseminate minutes of weekly team meetings;
3. maintain effective communication channels with team members;
4. serve as team spokesperson at specified building and district meetings;
5. orient new teachers to the team; and
6. perform such other duties and assume such other responsibilities as the building principal may assign.

Department heads and area leaders are expected to

1. assist the principal in the scheduling for the department;
2. conduct meetings of the department on a monthly basis and disseminate minutes of those meetings;
3. maintain effective communication with members of the department, with other department heads, and with the school administration; and
4. serve as a member of the department head group which advises the principal.
5. orient new teachers to the department;
6. utilize procedures for conducting the departmental business to ensure that
  - a. instruction is in agreement with district adopted curricular goals and object-ives,
  - b. departmental materials and equipment are inventoried, ordered, and maintained, and
  - c. the departmental budget is planned and administered.
7. perform such other duties and assume such other responsibilities as the principal may assign.

B. Number of Department Heads/Team Leaders

The number of department heads/team leaders/area leaders in each building will be determined by the building principals in consultation with each other and with the Director of Middle School or Secondary Education. The building principal may elect to combine small departments under a single chairperson or form sub-teams at each grade level which would be coordinated by the grade-level team leader.

C. Stipend System

At the middle school level and at Echo Glen School, each team leader/area leader will receive an extended contract which provides for five extended contractual days.

At the high school level, each department head in the regular program, the special education program, and the counseling department will be granted a stipend in terms of an extended contract. The number of contractual days will be based on the following formula:

In curricular areas, special education resource, and special education self-contained, 1.2 X the number of full-time certificated staff members in the department.

In guidance and counseling 1.2 X the number of full-time certificated staff members in the department, including the occupational information specialist.

No department head will be contracted for fewer than four extended days.

D. Release Time

Department heads/team leaders/area leaders may be released from teaching duties during the school year to fulfill departmental/team/area leadership functions. Each building will be allocated a pool of release days equal to the number of extended contractual days for departmental/team/area leadership. The building principal will have the responsibility of assigning or approving these days. Departmental/team/area leaders may request release days for themselves or for members of their department for departmental leadership activities.

Adopted September 24, 1987