**High Point Central High School Department Chair Duties and Responsibilities 2017-2018**

The department chair provides instructional leadership and enhances articulation  
regarding curriculum alignment with standards, and the use of effective instructional strategies that will most appropriately meet the needs of students. The duties of the department chair are critical to the overall educational program of the school and require effective and ongoing communication and collaboration with staff and administration. What follows is as a guide for department chairs serving in this integral role at High Point Central.

**Essential Duties and Responsibilities:**

1. Accurately demonstrate knowledge of the content area and approved curriculum.  
2. Manage the department in a manner that promotes positive and productive relationships between colleagues, students, parents, and community, if applicable.  
3. Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement.  
4. Follow school and board polices and administrative rules and regulations.

**Additional Duties and Responsibilities:**

1. Attend/Hold Monthly Meetings
   1. Attend Monthly Department Chair meetings (2nd Tuesday of each month)
   2. Hold Monthly Department Meetings (4th Tuesday of each month)
      1. Create Agenda
      2. Submit minutes to respective administrator within 48 hours
2. Allocate available resources to department members
   1. Maintain Up to Date Inventory lists or equipment, textbooks, and supplies that are a part of the department
   2. Make sure each team member understands they are responsible for items, and procedures for issuing said items to students.
3. Serve as an advocate for teachers within your department. Report to administration when necessary any concerns of your department that may need attention.
   1. Meet with Admin/CF on BEHALF of teachers in your department.
4. Represent your department and our school at district wide meetings when available or recruit a team member to serve as your representative.
5. Provide leadership to department committees for new text adoptions and recommend and/or request supplementary materials for department.
6. Be knowledgeable regarding new trends and developments within your content area, and recommend pilot or experimental programs for consideration.
7. Recommend and/or provide in-service training programs for your department when needed. Attend or facilitate those programs as the leader of the department.
8. Assist new teachers in policies and procedures, techniques, materials, or any other function needed to enhance the new teacher’s ability to be successful.
9. As requested by the principal, observe the teaching of members of the department who may need assistance in classroom management, development of lessons, or any other area related to classroom teaching.
10. Make sure you have a “REP” on the SBLT team – if someone from your department does not serve on the SBLT team, coordinate with a person on the SBLT team to email you with updates/minutes/etc.
11. Serve as part of the Master Schedule Committee
12. Become familiar with your pacing guides/curriculum, or assign an “Expert” person for a curriculum area – direct your Beginning Teachers, and new faculty members to these individuals
13. Maintain Copies of Pacing Guides or be able to access them on School Net/Canvas -- See CF for copies, or help. Make sure new members of your department have acquired the appropriate Pacing Guides ASAP.
14. Maintain a Department Failure List – this can be as simple as each teacher submitting their failure list to you, and then you place them in a folder for future reference.
15. Ensure that team members are registering and receiving appropriate CEU’s via GCS PD website.
    1. Site-based CEU’s set-up by CF
    2. Outside Events are submitted appropriate via GCS PD website
16. PLC’s
    1. Set-up PLC schedule during workdays and email department admin and CF the schedule
       1. Math 1, English 1 & 2, Biology will meet on a weekly basis during common lunch, before school, or after school (per current administration guidelines). Please remember Tuesday is NOT available for after-school PLC meetings, and the late bus is offered to students on Mondays and Wednesdays. Plan accordingly. All team members need to be present for the PLC to be effective.
       2. All other curriculum areas will meet on a monthly basis MINIMUM – it is highly encouraged that each curriculum area meets more frequently.
    2. Support data conversations in Department PLC’s
    3. Support PLC’s when determining the effectiveness of best-practices and assessments