

CHINO VALLEY UNIFIED SCHOOL DISTRICT

DEPARTMENT AND GRADE LEVEL CHAIRPERSON

DESCRIPTION OF DUTIES:	Serves as the instructional and curriculum coordinator for the department/grade level.
MAJOR DUTIES AND RESPONSIBILITIES:	<p>Collaborates with department/grade level members in the implementation of the following:</p> <p>Acts as liaison between the departments/grade levels and administration.</p> <p>Conducts regular meetings within departments/grade levels, including agenda for the meetings and a summary which is to include attendance records.</p> <p>Initiates and facilitates programs and curriculum changes.</p> <p>Provides input to district and school site budgets.</p> <p>Coordinates and orders supplies, equipment and resource materials for teachers.</p> <p>Provides orientation for new teachers in department/grade level.</p> <p>Reviews and evaluates educational materials for the department/grade level.</p> <p>Assists in program evaluation and re-evaluation.</p> <p>May conduct department/grade level in-service sessions for teachers and others.</p> <p>Submits requests for textbooks and other materials each year within the limitations allowed by the Board of Education.</p> <p>Attends district meetings concerned with the curriculum of the department/grade level.</p> <p>Assists in writing and up-dating school/department/grade level goals and objectives.</p> <p>Articulates with district subject area mentors and the Instructional Media Center.</p>
CREDENTIAL:	Must possess the necessary credential covering service in the subject area of the department/grade level.
EXPERIENCE:	Classroom experience in subject area of the department/grade level.

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SUPERVISION: Accountable to: Site administrator and department/grade level members.

WORK HOURS: Minimum of thirty-five hours per week exclusive of lunch pursuant to Section 14.1 of teachers' Collective Bargaining agreement.

NOTE: Refer to Government Code Section 3540.1(m) for further details regarding inappropriate duties and responsibilities that shall not be required of department/grade level chairpersons.

BOARD APPROVED: 09-08-94