

High Schools

Chairpersons

*Guidelines*

# La Joya Independent School District High School Department Head Guidelines

## *Qualifications:*

- Certification in primary subject area
  - Three years teaching experience
  - Knowledge of curriculum and instruction
  - Knowledge of effective teaching and school practices
  - Knowledge of programs for special populations
  - Organization and management skills
  - Effective communication and interpersonal skills
- Exceptions to the above may be made by the principal*

## *Selection Guidelines:*

- Teachers interested in serving as a department head must complete an application or resume and submit it to the principal or his designee every academic year.
  - Department heads will be appointed by the principal in May or August for one academic year.
- Exceptions to the above may be made by the principal in extenuating circumstances.. Appointments may be terminated during the year by the principal if performance does not meet expectations..*

## *Roles and Responsibilities:*

1. Assist campus administrators in identifying student instructional needs, and monitoring instructional planning and programs to address identified needs within the department.
2. Review lesson plans for quality, alignment to district standards, and differentiation for different populations.
3. Conduct classroom observations for the purpose of providing feedback to teachers or improving instructional delivery.
4. Monitor the implementation of district or campus curriculum within the department and provides feedback to the campus administrator on the quality and effectiveness.

5. Assist in coordinating the instructional program within and across grade levels, departments, and special programs as required by state, district, and campus expectations.
6. Assist in maintaining records of student assessment, placement and progress toward the district/state academic standards.
7. Review grade books on a scheduled basis to ensure compliance with state and local standards and monitors the pass/fail ratio of teachers in the department.
8. Analyze, disseminate, and review student assessment results with the department on a regular basis.
9. Develop and monitor the implementation of a department plan of action for the improvement of student performance and TAKS preparation.
10. Maintain accurate inventory of department materials and equipment.
11. Ensure that appropriate instructional materials and resources for teachers are available to implement all instructional programs within their department.
12. Prepare the department budget and reviews and approve all department requisitions before submitting them for the campus administrator's approval.
13. Assist in planning and implementing an effective campus-based staff development program that is consistent with the district's philosophy and goals and addresses the needs of the students and staff.
14. Disseminate current information on subject area and instructional methodology and promotes professional growth for the department.
15. Assist the principal in interviewing prospective teachers.
16. Provide orientation for new teachers and substitutes to the department on procedures, forms, curriculum and other information.
17. Lead department meetings and maintains records of attendance, discussion, and decisions.
18. Assist the campus administration with other matters related to the department as assigned.

***Compensation:***

Department heads will be compensated in accordance with the schedule below:

- English
- Math
- Science
- Social Studies
- Foreign Language
- Special Education
- Career Tech
- P. E. (not at High School)

<u>Number of Staff</u>	<u>Amount of Compensation</u>
4 - 8	\$1,250
9 - 12	\$1,500
13 - 16	\$1,750
17 - 20	\$2,000
21 +	\$2,250

This compensation will be paid in one lump sum at the end of the academic year upon completion of all required documentation. In cases where individuals are unable to complete a full year, the amount may be prorated for the number of months the individual worked as a department head.

***Duration of Responsibilities:***

High School department heads will be appointed for one academic year. Appointments will be reviewed and may be terminated during the year by the principal if performance does not meet exceptions.

***Evaluation:***

The individual's performance of department head duties will be evaluated in April by the department and the principal.

**La Joya Independent School District  
Organizations/Sponsors**

**•Cheerleader Sponsor**

Middle School	\$ 1,000.00
9 <sup>th</sup> /Jr. Varsity	\$ 1,500.00 + 5 days
Varsity	\$ 2,500.00 + 10 days

**•Yearbook**

Middle School	\$ 1,000.00
High School	\$ 2,500.00

**•Student Council**

Middle School	\$ 500.00
High School	\$ 1,200.00

**•National Honor Society**

Middle School	\$ 500.00
High School	\$ 1,500.00

**•Newspaper**

High School	\$ 1,000.00
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**•Jr. Class Sponsor**

High School	(1)	\$ 1,500.00
Assistant Sponsor	(1)	\$ 1,000.00

**•Masterminds**

High School	\$ 1,000.00
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**La Joya Independent School District**  
**APPLICATION**  
**High School Department Heads**

**Date:** \_\_\_\_\_

**I. Personal Information**

Name \_\_\_\_\_ S.S.# \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Department \_\_\_\_\_

**II. Educational Experience** Briefly describe your educational experience including degrees/certifications held, include professional growth activities.

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**III. Teaching Experience** Briefly describe your teaching experience including number of years, grade levels, subjects etc.

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**IV.** What do you believe should be the goal(s) of your department/grade level chair. Explain the qualities and/or strengths that you would bring to this position.

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