

Middle Schools

Chairpersons

Guidelines

**La Joya Independent School District
Middle School
Department Head and Team Leader Guidelines**

- The following guidelines will be used in the selection, compensation, and evaluation of department heads and team leaders.

5-6 Department Heads \$1,000
(except ELA if combined, \$1,250)

Reading
English
Science
Social Studies
Math
PE/Health, if needed
Electives, if needed

- Other departments such as Special Education and electives will be assigned to an Assistant Principal as part of their responsibilities, or as part of another department.

7-9 Team Leaders \$1,000

- * The same individual may not serve as both department head and team leader. An exception may be made by the principal if no additional applicants can be found.

La Joya Independent School District Middle School Department Head Guidelines

Qualifications:

- Certification in primary subject area
 - Two years teaching experience
 - Knowledge of curriculum and instruction
 - Knowledge of effective teaching and school practices
 - Knowledge of progress 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
- At a scheduled date and time the applicant will make a brief presentation to teachers within the department
- The two applicants receiving the highest endorsement of the department will be reviewed by the Campus Council and/or the principal for a final decision
- Department heads will be named annually in May or August for the coming school year at the discretion of principal.

Roles and Responsibilities

- Provide feedback to teams on effectiveness of instructional delivery
- Monitor alignment to TAKS, TEKS, and curriculum guides
- Monitor integration of reading and writing strategies into content areas
- Insure the provisions/modifications of strategies for student with special needs.
- Provide effective leadership and academic direction for department staff
- Encourage and lead in-service and professional activities among the faculty/department

- Develop and monitor implementation of a plan of action for the improvement of student performance for the department
- Prepare department budget and approve all departmental requisitions before submitting them to the Dean of Instruction/ Assistant Principal for processing
- Gather resource materials for teachers
- Monitor adherence to district policies and classroom practices and regulations
- Conduct departmental meetings to assess instructional needs and curriculum needs
- Coordinate the distribution and discussions of current professional literature in their area
- Assist in the planning with other departments
- Promote professional growth by coordinating and establishing staff development goals
- Prepare required documentation and reports as requested.
- Monitor and disseminate student assessment results to department on a regular basis.

Compensation:

- The following guidelines will be used in the selection, compensation, and evaluation of department heads and team leaders.

6 th – 8 th Department Heads	\$1,250
ELA (<i>exception - \$1,450</i>)	
Science	
Social Studies	
Math	
Special Education & Electives	
(<i>must be special education teacher</i>)	

6 th – 8 th Team Leaders	\$1,000
(<i>* to include BCRI team leaders</i>)	

- The same individual may not serve as both department head and team leader. An exception may be made by the principal if no additional applicants can be found.

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:

Middle School department heads will be appointed for one academic year. Appointments may be reviewed and terminated during the school year by the principal.

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
APPLICATION
Middle School Department Heads/Team Leaders

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.

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

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.
