

High School

Department Head Guidelines

La Joya Independent School District
High School
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 (her) 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.

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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 | • Foreign Language |
| • Math | • Special Education |
| • Science | • Career Tech |
| • Social Studies | |

<u>Number of Staff</u>	<u>Amount of Compensation</u>
4 - 8	\$ 1,000.00
9 - 12	\$ 1,200.00
13 - 16	\$ 1,500.00
17 - 20	\$ 1,700.00
21 +	\$ 2,000.00

**** Note: Subjects not included above will be assigned at principal's discretion.***

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.

****Additional Duty Agreement should be attached to the Extra Duty Form (available on the Payroll Website) and submitted in time for the June paycheck.*

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 expectations.

Evaluation:

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

Organizations / Sponsors

Cheerleader Sponsor

Middle School	\$1,000.00
9 th / 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

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

Masterminds

High School	\$ 1,000.00
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APPLICATION

Date: _____

I. **Personal Information:**

Name: _____

Employee I.D. # _____

Address _____

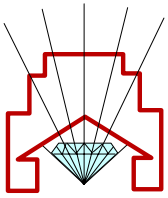
Phone Number: _____

Department: _____

II. **Educational Experience:** Briefly describe your educational experiences including degrees / certificates held.

III. **Teaching Experience:**

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



La Joya Independent School District ADDITIONAL DUTY AGREEMENT

The Board of Trustees of the La Joya Independent School District (hereinafter the "District") hereby employs the undersigned, _____ (hereinafter the "Employee"), to perform additional duties, and Employee accepts employment for additional duties under the following terms and conditions:

1. The Employee is being employed to perform the following additional duties which are not contemplated under the Employee's current term or continuing contract with the District: to instruct and supervise students in their participation in the following activity _____ .
2. The Employee is not required to accept the additional duties for which Employee is being employed under this Agreement. The Employee shall have the right to, at anytime and without prior notice, resign from these additional duties, without penalty, for any reason or nor reason at all. The District shall have the right to, at any time and without prior notice, terminate this Agreement and remove the additional duties from Employee, for any reason or no reason at all.
3. The District shall compensate the Employee in accordance with a compensation schedule adopted by the school district for the type of additional duties to be performed by Employee under this Agreement. The District shall have the right to unilaterally change the amount of compensation at anytime.
4. This agreement shall not be subject to or governed by any of the provisions of the Texas Education code, Title 2, Subtitle C, Chapter 21, Subchapters C, D, or E, as amended.
5. This agreement does not constitute a reassignment of the Employee.
6. This agreement is not intended as a guarantee of employment in the herein stated additional duties for any specified period of time. No policy, rule, regulation, law, statute, or term in this contract shall operate to vest the Employee with any tenure, property rights, or expectancy of continued employment in the additional duties set forth herein.
7. Unacceptable performance of the additional duties under this Agreement shall not provide grounds for the District to take any adverse action against the Employee's term or continuing contract with the District. The Employee shall not be entitled to credit in any performance evaluation for favorable performance of any of the additional duties under this Agreement.

Employee Signature (Printed)

Principal or (Administrator or Designee) (Printed)

Name: _____

Name: _____

Position: _____

Title: _____

Date: _____

Date: _____

xc: Employee
Supervisor
Office of Human Resources