

# **Middle School**

## Department Head & Team Leader Guidelines

La Joya Independent School District  
*Middle School*  
Department Head and Team Leader 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.
- 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 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 the effectiveness of the instructional delivery
- Monitor alignment to TAKS, TEKS and curriculum guides
- Monitor integration of reading and writing strategies into content areas
- Insure the provisions/modification of strategies for students with special needs.
- Provide effective leadership and academic direction for department staff
- Encourage and lead in-service and professional activities among the faculty/department

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:

Department Heads (except ELA if combined, \$ 1,250.00)	\$ 1000.00
Reading Science Math	English Social Studies

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.

Team Leaders (NCRI to be included)	\$ 1000.00
---------------------------------------	------------

\*\*\*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.*

***Responsibilities:***

- 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 material for teachers.
- Monitor adherence to district policies and classroom practices and regulations.
- Conduct departmental meeting 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.
- 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 individual are unable to complete a full year, the amount will be prorated for the number of days 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:***

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

## Jr. Class Sponsor

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

## Masterminds

High School	\$ 1,000.00
-------------	-------------

# Middle School

## Department Head and Team Leader Guidelines

### 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.

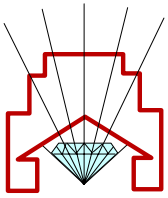
---

---

---

---

---



# **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