

Grade Level Chairs, Department Chairpersons and Team Leaders

Grade level chairs, department chairpersons, and team leaders are essential positions which provide effective implementation of a school's program. Such positions foster leadership experiences and provide the individual an opportunity to develop positive leadership traits. Appointments are made on an annual basis. Stipends for these positions are outlined in the UTD Contract.

Required practices for school site personnel

Department head / Elementary Grade Level Chairperson.

All schools where department heads/elementary grade level chairperson are established, the principal may rely upon the advice of such persons in making program improvements. However, these individuals shall not use or prepare the official observation form or the annual evaluation form.

The role of the department head/elementary grade level chairperson in the improvement of instruction is reflected in the responsibilities identified by the Section VI of the job description which follows:

- I) **Statement of Purpose:** The primary goal of the department chairperson is to provide leadership in the development of quality instruction for students. The department chairperson will assist teachers with strategies which facilitate improved student achievement.
- II) **Selection Criteria:** A vacancy in the position of department chairperson shall be announced to the faculty in the department involved 15 workdays prior to filling the position. Prior to the appointment of a department chairperson, members of the department shall have the opportunity to make a recommendation for appointment to the principal, which shall be non-binding on the principal. Priority consideration for department chairperson shall be given to personnel having a continuing or professional service contract, minimum of three years subject area experience in the school system, and at least a Rank II certificate in the specific subject area.
- III) **Minority Representation:** The School Board of Miami-Dade County adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all. It is expected that this policy will be implemented when selecting or appointing department chairpersons.
- IV) **Term of Appointment:** The appointment to the position of department chairperson is annual
- V) **Leadership Experience:** The department chairperson position provides teachers with an opportunity to have a significant role in school level planning and program development, as well as an opportunity to further develop positive leadership traits

VI) Responsibilities: The department head/grade level chairperson shall be assigned one or more of the school level responsibilities listed below to the extend release time and duty free time permits:

- a. Serve as a curriculum leader by assisting in the review of lesson plans, and in the development of curriculum, goals and philosophies.
- b. Assist teachers with the development of strategies to improve instruction, including classroom management techniques, and serve as a resource person in remediating unacceptable areas as cited by the administrators on observation forms.
- c. Coordinate departmental duties including preparation of reports, agendas, minutes and surveys.
- d. Recommend curriculum offerings and appropriate teachers for instructional assignments; monitor master schedule in the department.
- e. Review status of department regarding objectives and staff development activities.
- f. Provide guidance and assistance in the maintenance of required diagnostic/prescriptive profiles, records and classroom folders.
- g. Assist substitute teachers
- h. Serve as a communications liaison between the teachers of the department, the principal, and other school groups.
- i. Assist in the evaluation, selection, distribution and inventory of textbooks, materials, supplies and equipment. They should be available to assist teachers in the interpretation of administrative directives.
- j. Help to administer tests, analyze test results, and develop strategies for improving instruction.
- k. Meet with building administrators and other department chairperson(s) to facilitate articulation and eliminate duplication of services.
- l. Cooperate with appropriate personnel in the recommendation, placement, and assignment of students to levels and special programs.
- m. Assist in implementation of new programs.
- n. Make classroom visitations during the school year as deemed necessary by the principal. When a deficiency is noted, the department head/elementary grade-level chairperson notifies the principal. The principal and/or assistant principal validates the existence of a deficiency. The department

head/elementary grade-level chairperson provides timely support and assistance.

- o. Coordinate activities with team leaders to facilitate the implementation of content area performance standards, instructional objectives and interdisciplinary planning units.

- p. Department/Grade-level Chairperson

1. Selecting Criteria

- a. A vacancy in the position of department/grade-level chairperson shall be announced to the faculty in the department involved 15 workdays prior to filling the position. Prior to the appointment of such positions, members of the department/grade-level shall have the opportunity to make a recommendation for appointment to the principal.

- b. Priority consideration shall be given to personnel having a continuing or professional service contract, a minimum of three year's subject area experience in the school system, and at least a Master's degree certificate in the specific subject area.

2. Minority Representation: The Board adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all. It is expected that this policy will be implemented when selecting or appointing depart/grade-level chairpersons.

3. Term of Appointment: Department/grade-level chairpersons shall be appointed annually.

4. Leadership Experience: The department/grade-level chairperson positions provide teachers with an opportunity to have a significant role in school-level planning and program development, as well as an opportunity to further develop positive leadership traits.

Responsibilities of Team Leaders

The team leader is a teacher who is responsible for the organization and operation of a grade level interdisciplinary team. The responsibilities of the team leader are as follows:

- l) Attend all team leader meetings
 - a. punctuality is imperative
 - b. share in all decision-making
 - c. accept equal responsibility for assigned tasks

- d. prepare a monthly calendar of team activities to be submitted to the team leader council
- II) Conduct regular team meetings
 - a. Prepare an agenda for all team members
 - b. Delegate duties to team members
 - c. Encourage sharing of team members
 - d. Maintain positive team attitude
 - e. Participate and encourage team members to participate in all school wide activities.
 - f. Maintain a log of attendance and agendas of daily meetings to be submitted monthly to the advisement coordinator
- III) Act as a liaison between team leaders and team members.
- IV) Organize team activities to facilitate cohesiveness
 - a. Assume responsibility for team bulletin board. Bulletin boards should be regularly changed with timely topics, ideas should be shared with the team, and the displays should feature students.
 - b. Organize and guide conferences and communications with students, parents, support staff, and with other teams.
 - c. Organize a set of team rules and procedures regarding discipline, headings, test and homework schedule.
- V) Coordinate at least one full interdisciplinary unit
- VI) Provide in-service training to team members