

50556v3

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: DEPARTMENT HEAD – MIDDLE AND SENIOR YEARS

- a) Dept. Head in a subject area
- b) Dept. Head in a subject area as well as instructional program across the school
- c) Dept. Head in an instructional program across the school

REPORTS TO: School Principal

QUALIFICATIONS

- valid Manitoba Teaching Certificate
- minimum of undergraduate degree
- demonstrated expertise in a subject area and/or program
- demonstrated leadership qualities
- such other alternatives to the above qualifications as the Board may find appropriate and acceptable

RESPONSIBILITIES

1. Teaching Duties

A Department Head must remain a teacher, and must be given adequate time for class preparation and department head duties.

2. Administrative Duties

The Department Head will perform administrative duties as required:

- a) to meet requirements of the budget
- b) to ensure necessary materials are provided to facilitate teaching

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- c) to provide the school administrator with relevant information in regards to that department
- d) to provide the school administrator with relevant information in regards to curriculum and, student progress, assessment and evaluation.

3. Budget

The Department Head plans the budgetary expenditures, which may include:

- a) allocation of funds for markers
- b) ordering instructional materials
- c) replacement and maintenance of equipment

4. Professional Development

The Department Head will:

- a) acquaint new teachers with curricula and/or program, standards and procedures
- b) introduce new materials and trends in subject area
- c) attend in-services
- d) help to select staff members to attend in-service and relevant workshops
- e) organize department in-services and professional learning communities within the school
- f) develop and maintain the department's professional library
- g) encourage liaison with early years schools, other middle years schools, other senior years schools, universities, colleges and coordinators

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- h) provide an invigorating climate to encourage innovation
- i) encourage classroom visitations among teachers, with the view to improve instruction
- j) foster the sharing of materials
- k) act as a liaison person with other departments and the administration within the school.

5. PROGRAM RESPONSIBILITIES

5.1 Curriculum (Applicable for Subject Department Heads Only)

The Department Head will:

- a) oversee the curriculum of the department to make sure it meets the needs of the students and the requirements of Manitoba Education by:
 - i) assisting classroom teachers in curriculum and program planning, setting goals, objectives and time lines;
 - ii) leading department teachers in course modifications required to meet the needs and abilities of each of the department's classes.
- b) establish and monitor the materials to be used at each grade level
- c) communicate to department members changes and developments in curricula
- d) assist the principal in determining the teaching assignments.

5.2 Curriculum (Applicable for Program Dept. Heads Only)

- a) oversees the implementation of the instructional program and meets the stated objectives

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- b) communicates to department members changes and developments in the program
- c) advises the principal as to further enhancements when required in the programs

6. EVALUATION

6.1 (Applicable for Subject Department Heads Only)

- A. Regarding the students, the Department Head, in cooperation with the principal, will:
 - a) ensure that the needs of students will be met by fair assessment and evaluation
 - b) meet with the Department to determine the assessment of and for learning and the evaluation including examinations if applicable.
- B. Regarding courses, the Department Head will:
 - a) conduct meetings to review courses
 - b) insofar as is practical, establish time lines for the sake of consistency
 - c) evaluate the courses on an ongoing basis.
- C. Regarding staff, the Department Head assists teachers in the department, seeks and maintains sound methods and standards in their course of instruction within the classroom and takes remedial action when necessary. The Department Head is not an evaluator of teachers.
- D. Regarding curriculum, the Department Head will:
 - a) review Manitoba Education course outlines and SIC's in the Department to ensure that they meet student needs

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- b) review the department curricula to ensure that they meet student needs.

6.2 (Applicable for Program Department Heads Only)

- A. The Department Head will:
 - a) conduct meetings to review the program
 - b) establish time limits for implementing the program for the sake of consistency
 - c) evaluate the program on an ongoing basis
- B. The Department Head assists teachers in the maintaining of sound methods in the courses of instruction within the classrooms and takes remedial actions when necessary.
- C. The Department head will:
 - a) Prepare planning documents as to the implementation of the program
 - b) Conduct appropriate inservices throughout the year
- D. Regarding staff, the Department Head assists teachers in the department, seeks and maintains sound methods and standards in their course of instruction within the classroom and takes remedial action when necessary. The Department Head is not an evaluator of teachers.

TERM OF EMPLOYMENT

By annual appointment upon recommendation by the principal to the Superintendent.

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EVALUATION

Evaluation will be carried out in accordance with provisions of the Board's policies on evaluation of professional personnel.

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