

DEPARTMENTAL ORGANIZATION

I. DEPARTMENT CHAIRPERSONS

- A. Each instructional area in each of the District's schools shall be chaired by one of their members, elected by his/her fellow department members. Procedures for the selection and appointment of building department chairpersons shall be set forth by administrative regulation.
 1. Department chairpersons shall be elected for a term of two years.
 2. The duties of the department chairpersons shall be established and reduced to a written job description, including remuneration.

II. DISTRICT ACADEMIC COMMITTEE

- A. The building department chairpersons for each instructional area shall constitute the District Academic Committee for that discipline.
- B. A coordinator, as the department representative to the District Coordinating Council, shall be elected from among the site department chairpersons of each department.
 1. Coordinators shall be elected for a term of two years. *(See AR)*
 2. The duties of the coordinator shall be established and reduced to a written job description, including remuneration. *(See AR)*
- C. The coordinator, as representative of the Academic Committee, will:
 1. Coordinate the various course offerings in that particular subject area taught in the District's schools.
 2. Coordinate District-wide procedures in the subject area as designated by the District Academic Committee.
 3. Assist in the selection of textbooks and supplementary materials.
 4. Discuss and seek solutions to instructional problems inherent to the subject area.
 5. Seek and dispense subject area information.

Applied Technology (HS), Business Information Systems, English Foreign Language, Guidance, Homemaking (HS), Life Skills (HS), Mathematics, Physical Education, Practical Arts (JHS), Science, Social Studies, Special Education and Visual/Performing Arts.

Excluding Sunset High and Adult High Schools:

6. Develop and coordinate with the Assistant Superintendent and the Principal, inservice programs for departmental members.
7. Provide leadership in the development of sequential behavioral objectives 7-12.

Note: Adequate time, clerical help and funds will be provided to facilitate the implementation of the above duties.

III. COORDINATING COUNCIL

- A. The Coordinating Council shall consist of a representative from each academic committee, a building principal from each school level, a staff member elected by the faculty of Sunset High School, and the Superintendent or his designee.

All other building principals shall serve as non-voting members of the Council. The facilitator of the District Coordinating Council shall be elected by the members of the Coordinating Council.

- B. The purposes of the Coordinating council will include but not be limited to:
1. Coordinate the District-wide curricula offerings.
 2. Make recommendations for inservice training and curriculum development.
 3. Study and make recommendations to the Superintendent for the improvement and maintenance of the District's instructional program.

- C. The Coordinating Council shall hold its first meeting of the school year at an appropriate time during September. At this meeting, the Council shall establish its meeting dates for the school year.

- D. The department coordinator will be remunerated.

- IV. The Superintendent is authorized by the Board of Trustees to develop and implement rules and regulations for the selection of building department chairpersons, develop a job description for building department chairpersons and develop the rules and regulations necessary to provide the means by which building department chairpersons may fulfill the duties of their position, subject to the meet and confer process.

V. REMUNERATION

- A. Building department chairpersons shall be compensated according to the following schedule:

Number of Sections	Annual Stipend
6 - 20	\$614.30
21 +	\$614.30 + \$20.47/section over 20

In order to provide release time to fulfill the responsibilities set forth in the job description, department chairpersons shall have the option of applying up to 25% of their annual stipend each quarter toward a substitute.

All requests for substitute time shall be coordinated in advance with the building principal.

VI. RELEASE TIME

In consultation with the Assistant Superintendent:

- A. One release period will be allocated at each high school, each year, to be decided by the site Principal and the department chairpersons.
- B. One and one-half release periods each school year (three one semester release periods) to be shared among the three junior high schools to be decided by the junior high school principals.
- C. One release period per year to be decided by the Coordinating Council.

VII. RELEASE DAYS

- A. Release days will be provided for site department chairpersons based upon the size of their departments, with the ability of the department chairperson to designate the release days to another department member after consultation with the Principal.

Number of Sections	Release Days/Years
6 – 20	2
21 – 40	3
41 – 60	4
61 +	5

- B. The representative to the Coordinating Council shall receive an annual stipend of \$819.07 and up to five days of release time or the equivalent in clerical or aide assistance to perform District department duties.