

## DEPARTMENTAL ORGANIZATION

### I. SELECTION OF BUILDING DEPARTMENT CHAIRPERSONS

#### A. Eligibility

1. A minimum of three years teaching experience in the District will normally be required.
2. The candidate will be currently teaching in the department.

#### B. Election

1. Each department shall elect a candidate for the position of department chairperson. Each department member shall have one vote for each class period he/she teaches in the department.
2. Each department shall elect its chairperson as per the following schedule:
  - a. Even-numbered years: Applied Technology, Business Information Systems, Homemaking, Life Skills, Practical Arts (JHS), Science, and Social Studies.
  - b. Odd-numbered years: English, Foreign Language, Mathematics, Guidance, Physical Education, Special Education, and Visual/Performing Arts.
  - c. Even and odd will be determined by the year in which the department chairperson takes office.
  - d. In the event of an unscheduled vacancy, an election will be held.
3. The principal shall solicit nominations.

Ballots will be distributed to all department members to be returned to the principal by December 15.\* Upon return of ballots, the principal or designee and SDFA site representative will count them to verify the results. A simple majority of votes cast will prevail. In cases of tie votes, the principal shall meet with the department members to assist them in a process to resolve the issue.

*\* The Guidance Department will submit the name of the candidate to the principal by June 1.*

- a. In the event the principal does not concur with the department selection, he/she shall so inform the department in writing, stating his/her reasons.
  - b. The department may reaffirm their original selection or submit another candidate.
4. The principal shall submit the candidate's name to the Superintendent.
  5. Final approval for all positions of department chairpersons rests with the Board of Trustees.

#### C. Term of Office

1. Department chairpersons will serve a term of office equal to two (2) consecutive school years.
2. Department chairpersons are eligible to serve additional or consecutive terms of office.
3. The term of office will commence at the beginning of the second semester.\*

*\* The term of office for the Guidance Department chairperson will commence at the beginning of the first*

*semester.*

4. Nothing in the written administrative regulations shall prohibit a department chairperson from resigning or being recalled by departmental procedure before the end of his/her term.
5. Final authority in such matters rests with the Board of Trustees.

## II. JOB DESCRIPTION FOR BUILDING DEPARTMENT CHAIRPERSONS

### A. Duties and Responsibilities

The department chairperson's prime responsibility is to achieve the necessary climate for effective teaching and learning. Some of the functions and duties of the department chairperson are as follows:

#### 1. Personnel

- a. Together with the members of his/her department, the department chairperson shall assist in the writing of position descriptions for openings and shall serve on the committee to interview and hire new teachers and aides in the department.
- b. Shall aid teachers in the department in the area of instructional materials, policies, and general orientation to the school and the department.
- c. Shall visit in the classroom of new and probationary teachers of the department at least twice a year. These visits will be followed up with teacher conferences, at which time commendations and concrete suggestions for improving classroom instruction will be made.
- d. Shall consult with the principal regarding the progress of teachers within the department.

#### 2. Coordination of Departmental Organization

- a. Within District and school policy, and in consultation with the principal, will work with the principal to develop department procedures consistent with building and District goals.
- b. Shall plan and conduct a minimum of four department meetings each year and provide minutes following each meeting to the principal and department members.
- c. Shall attend meetings of building department chairpersons and academic committee meetings.
- d. Working with fellow teachers, he/she shall compose the department budget. The department chairpersons will establish budget priorities within the department and sign all department requisitions and work orders in accordance with such priorities.
- e. Shall serve as liaison between department members and the principal, the District Office, and the Coordinating Council.

#### 3. Curriculum Development

In conjunction with the site principal, the department chairperson:

- a. Shall be acquainted with new subject matter and methods within the department and shall encourage workshops and other opportunities for professional growth for members of the department and encourage teachers to utilize current techniques.
- b. Shall make requests for release time for special projects within the department.
- c. Shall assist teachers in the development of courses of study for the department and coordinate the annual review of course briefs and course outlines, seeing that they are up to date.
- d. Working with the Academic Committee, shall optimize teaching and learning conditions and select new books and materials. When possible, organize a resource library within the department for the use of students and teachers.
- e. Shall participate in the selection of the district coordinator and shall convey business of the academic committee to department members.
- f. Facilitate implementation of Article 6.02 of the Master Contract and assure that all activities related to development of the master schedule which are the Department Chair's responsibility are completed as clarified in the Master Schedule Class Size Procedures.
- g. Shall work with other department chairpersons and the administration to ensure a coordinated educational program for students.
- h. Shall arrange for another member of the department to represent the department in campus or district meetings in the event of absence.
- i. Shall coordinate special events within the department and assign teachers to represent the group at special meetings or on committee work.

### **III. EVALUATION PROCEDURE**

The principal or principal's designee shall be responsible for an ongoing evaluation of all department chairpersons. It shall be the responsibility of the building principals working with the director of personnel services, to notify department chairpersons who are recommended for removal or non-reelection. Department chairpersons not recommended to remain in the chairperson position due to an unsatisfactory evaluation shall have a minimum of thirty (30) working days notice in areas of deficiency with suggestions for improvement. Removal may occur at the end of a semester or chairperson's term.

### **IV. RECALL PROCEDURE**

- A. To initiate a recall: A petition will be circulated by a unit member within the department.
- B. Each unit member shall have one (1) vote per section taught within the department.
- C. A vote of greater than or equal to 33% shall be required to initiate a recall vote.
- D. The site administrator shall evaluate the petition to determine if a recall vote is necessary.
- E. A recall vote of greater than or equal to 66% shall constitute the recall of the department chair.

- F. Recall shall be effective immediately.

## COORDINATING COUNCIL ORGANIZATION

### I. SELECTION OF COORDINATORS

#### A. Eligibility

Members of the Academic Committee shall meet the eligibility requirements of department chairpersons and shall currently be serving as such. *(Section IA of this administrative procedure)*

#### B. Election

1. A coordinator will be elected from the Academic Committee members of each department in the District. If more than one Academic Committee member is interested in the position, then members of the department will vote.
2. The Assistant Superintendent/Instruction shall contact all Academic Committee members to determine whether they wish to be considered for the position of coordinator.
3. Ballots will be submitted to all department members by the Assistant Superintendent/Instruction. Upon return of the ballots, the Assistant Superintendent/Instruction and SDFAs president or representative will count them to verify the results. In cases of tie votes, the Assistant Superintendent/Instruction shall meet with members of the Academic Committee to assist them in a process to resolve the issue.
4. In such elections each department member shall have one vote for each class period taught in the department.
5. In the Sunset High Coordinator election scheduled for even numbered years, full-time certificated staff members shall have one vote. In the Library-Media Coordinator election scheduled for odd numbered years, each library media specialist shall have one vote.
6. The election shall take place as soon as possible after the department chairperson elections so that the name of the coordinator can be submitted to the Superintendent by January 15.

#### C. Term of Office

1. Coordinators will serve a term of office equal to two (2) consecutive school years concurrent with department chairperson's term of office.
2. Coordinators are eligible to serve additional terms in office.
3. The term of office will commence at the beginning of the second semester.
4. Nothing in the written administrative regulations shall prohibit a coordinator from resigning or being recalled by District departmental procedure before the end of his/her term.
5. Final authority in such matters rests with the Board of Trustees.

**II. JOB DESCRIPTION OF THE COORDINATING COUNCIL MEMBER****A. Duties and Responsibilities of Coordinators**

1. The duties of the coordinator shall include the following:
  - a. Plan and conduct a minimum of four District Academic Committee meetings per year and see that minutes are forwarded to each department member, principals, and the assistant superintendent following each meeting.
  - b. Serve as liaison between the District Academic Committee members and the Coordinating Council and the District Office.
2. Curriculum and Instruction
  - a. Provide leadership in the articulation of the curriculum offerings in grades 7 through 12.
  - b. Coordinate their District department course offerings with the elementary offerings and students' career goals.
  - c. Coordinate the evaluation of curricula offerings in their District department through academic meetings.
  - d. Coordinate the evaluation and selection of textbooks and instructional material in their District department.
3. Personnel
  - a. When asked shall assist in the selection of teachers for transfer from one campus to another within their department.
  - b. Assist in the hiring of new members to the department if asked to do so by the department chairperson involved.
  - c. Contribute to the development of inservice training.
  - d. Act as a liaison to the District administration on personnel problems.

**III. EVALUATION PROCEDURE**

The assistant superintendent in conjunction with the principals and their designees shall be responsible for an ongoing evaluation of all coordinating council members. It shall be the responsibility of the assistant superintendent to notify members who are recommended for removal or non-reelection. Coordinators not recommended to remain in their coordinator position due to an unsatisfactory evaluation shall have a minimum of thirty (30) working days' notice of areas of deficiency with suggestions for improvement. Removal may occur at the end of a semester or coordinator's term.