

ADMINISTRATION: SCHOOL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Principal's Administrative Staff: Department Chairman

1. Appointment

a. Professional qualifications

- (1) Holds a Standard Professional Certification and has requisite course content required for an endorsement in the required subject field
- (2) Has at least three (3) years of satisfactory teaching experience
- (3) Has completed eighteen (18) semester hours of graduate work including:
  - (a) Nine (9) semester hours of content in the field
  - (b) A minimum of two (2) semester hours in supervision
  - (c) A minimum of two (2) semester hours in curriculum
- (4) Has completed Phase I of "Educational Leadership Opportunities in Baltimore County
- (5) Has completed Phase II of "Educational Leadership Opportunities in Baltimore County"—required of all persons appointed department chair after March 1, 1976

(Exceptions to the above requirements may be made in the cases of employees who have been successful as department chairmen or in a comparable assignment.)

- (6) Has been accepted in the department chairman pool.

b. Provisions for appointment

- (1) A vocationally certified teacher without a degree, but in a vocational assignment, will be considered as meeting qualification a (1).

- (2) A person whose salary is frozen may not be appointed department chairman.
- (3) A teacher-in-charge shall be appointed on an annual basis to assume those department chairman responsibilities commensurate with a sound education program when no one is available from the department chairman pool.

c. Administrative provisions:

- (1) Persons may be designated as department chairmen for each department in the secondary school which contains 1.40 or more teachers
- (2) In order for the supervisory and coordinating functions to be performed in departments, teaching assignments shall be provided for department chairmen as follows:
  - (a) 1.40 to 4.39 FTE (full time employed) teachers – no more than twenty-eight (28) periods teaching and other duties
  - (b) 4.40 to 9.39 FTE teachers – no more than twenty-five (25) periods of teaching and other duties
  - (c) 9.40 or more FTE teachers – fifteen (15) to twenty (20) periods of teaching and other duties
- (3) Additional salary consideration will be provided for department chairmen.

2. Functions

a. Instructional Leadership

- (1) Work with the principal and the instructional supervisor in coordinating and implementing instructional programs
- (2) Demonstrate leadership and provide supervision for the instructional program of the school under the direction of the supervisor and administrators

- (3) With the principal and the instructional supervisor, plan, conduct, and participate in countywide and local school staff development activities for the department
- (4) Provide leadership in workshops and on countywide and school committees
- (5) Assist in the implementation and supervision of special curricular programs
- (6) Teach demonstration lessons
- (7) Be available to serve as a resource person for sponsors of activities related to the chairman's academic discipline
- (8) Identify and address local school concerns which affect the department
- (9) Stimulate awareness of forces, trends, and materials which affect his/her discipline
- (10) Effect a broad understanding of a particular discipline as it relates to the total school program
- (11) Channel suggestions regarding revision of curricula and new materials to the principal and to the supervisor
- (12) Assist teachers in developing immediate and long-range plans
- (13) Confer with teachers on a one-to-one basis to improve the instructional program
- (14) Encourage teachers to participate in workshops and professional activities
- (15) Assist with the implementation of systemwide and school goals.

b. Management

- (1) Assist the principal in planning for grouping, scheduling of students, scheduling of teachers, and use of facilities

- (2) Participate in formulating and implementing school goals, policies, and procedures
- (3) Assume responsibility for the organization of the department
- (4) Include principals and supervisors in planning intra-visitations and inter-visitations
- (5) Assist in planning field trips, arranging for speakers, and organizing programs relative to the subject area
- (6) Assume responsibility for ordering, distributing, inventorying, maintaining, and evaluating materials of instruction
- (7) Direct and supervise the work of substitutes and/or aides
- (8) Prepare and submit departmental reports for the principal and for the subject office
- (9) Complete departmental correspondence
- (10) Attend required meetings
- (11) Serve as a member of the appraisal team in the observation of the classroom teacher and in conference involving instruction and evaluation
- (12) Make formal and informal classroom visitation
- (13) Plan departmental and grade level meetings

c. Human Relations

- (1) Develop and maintain communications with students, parents, and staff
- (2) Promote and effective teaching and learning climate
- (3) Participate in the orientation of new teachers
- (4) Assist teachers in career planning

(5) Publicize in the school and in the community accomplishments of teachers and students.

d. Other appropriate duties as required.

Rule  
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Superintendent of Schools