

**MIDDLE COUNTRY SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**DEPARTMENT CHAIRPERSON**

**Summary:** Provide leadership and direction to the department to ensure the goals of the District are reached. The Department Chairperson reports directly to the Principal/Director/Deputy Superintendent of Instruction, while working cooperatively with building Principals, other Directors and Central Office Administration. This position includes the duties and responsibilities below and other functions as assigned by the Principal/Director/Deputy Superintendent of Instruction.

**Qualifications:** A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration preferred

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

**Essential Duties and Responsibilities:**

1. Perform such duties and functions as related to the area of specialty as requested by the Principal.
2. Coordinate instructional activities within the department under the direction of the Principal and/or Directors.
3. Assist in the development of departmental guidelines and assume the responsibility for the implementation of these guidelines.
4. Coordinate departmental actions within the building and serve as a liaison with other departments.
5. Perform normal teaching duties, as assigned.
6. Perform such other tasks and responsibilities as the Principal/Director/Assistant Principal assign.
7. Conduct scheduled departmental meetings.
8. Assist in the development of teaching guides, curriculum guides, and course descriptions.
9. Meet periodically with the Principal and/or Directors relative to development, implementation, and monitoring of curriculum requirements.
10. Assist in the observation of instructional staff.

**Job Description (Continued)**  
**Department Chairperson**

11. Assist in the orientation of teachers regarding departmental policies, including substitute teachers.
12. Work with parents and community groups in interpreting the program.
13. Assist students, as necessary, in understanding departmental procedures; i.e., course requirements, departmental regulations.
14. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
15. Provide input to the Principal and with the appropriate Director in the preparation of the budget and/or purchase requisitions/staffing/scheduling.
16. Assist with the maintenance of facilities and equipment.
17. Liaison between Principal/Director/Assistant Principal/and subject area teachers.
  - a. Disseminate information from Principal/Director/Assistant Principal.
  - b. Bring concerns from colleagues to Principal/Director/Assistant Principal.
18. Hold meetings with departments to:
  - a. Plan interdisciplinary units
  - b. Plan team trips
  - c. Discuss and plan for differentiated learning
19. Assist in making student recommendations to the next grade level.

**Reports to:**

Principal/Director/Deputy Superintendent  
for Instruction

**Prepared by:**

James Donovan

**Approved by:**

Dr. Roberta Gerold, Superintendent of Schools