

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: September 15, 2010  
Salary Schedule: #101, Monthly Stipend

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: DEPARTMENT CHAIRPERSON**

**JOB PURPOSE STATEMENT:** Provides leadership for the department and school and is a liaison between the department and the school administration.

**JOB FUNCTIONS:**

- Exemplify a high level of professionalism and serve as a role model for staff, students, and community.
- Provide department members with the information important to the function of the department and the school.
- Attend district subject area council meetings.
- Serve as a communication liaison between the administration, the department and the Subject Area Council (SAC).
- Maintain inventory of departmental supplies and equipment with assistance of department members.
- Assist in the selection of textbooks and instructional materials and equipment.
- Maintain department records in accordance with school procedures.
- Provide guidance and assistance to new teachers in the department, as well as continuing teachers, to assist them in meeting all facets of their assignments.
- Act as chairperson of department meetings, keeping accurate minutes and submit copies to the principal.
- Assist with Professional Learning Community (PLC) meetings, providing leadership when necessary.
- Establish and meet timelines and procedures for effectively managing school and departmental programs; provide input relative to site and department needs for planning of relevant in-service activities.

**JOB TITLE: DEPARTMENT CHAIRPERSON**

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JOB FUNCTIONS – continued

- Oversee administration for any end-of-level, benchmark and standardized tests (according to state and district mandated assessments) including distribution, safeguarding, and storage of test materials.
- Attend all meetings which may require the departments involvement, or information dissemination to department members, to include Site Leadership Council, Principal's Advisory Board, etc.
- Provide emergency lesson planning when applicable.
- Work with counseling on appropriate placement of students, class scheduling/leveling of classes, and the master schedule.
- Assist in placement of student teachers and interns.
- Organize the department for the improvement of instruction i.e., facilitating the analysis of benchmark and other test data, discussions of effective instructional strategies.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English and read English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner