



Centinela Valley Union High School District

Educational Services Division

14901 Inglewood Avenue, Lawndale, CA 90260

(310) 263-3200; (310) 675-8011 fax

www.centinela.k12.ca.us

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Department Chairperson Role and Responsibilities

Developed by Department Chairs & Professional Development Steering Committee

Under the direction of the school principal, the department chairperson's primary role is to provide instructional leadership, support, and assistance to all teachers in the department. The chairperson serves as a resource to support a standards-based curriculum, effective instructional strategies, classroom management, and instructional materials. The chairperson visits classrooms to ensure the integrity of curriculum and the delivery of instruction. The department chairperson serves as a liaison to site and district administration. As an instructional leader, the chairperson remains current with educational literature, practices, issues, and shares important information with department members.

Additional Responsibilities

- Oversee the department budget and order instructional supplies and equipment
- Promote staff morale
- Collaborate to create the master schedule
- Collaborate with administrators and counselors to ensure the proper placement of students
- Provide support for new teachers
- Disseminate and examine assessment data with their department
- Unify and provide recommendations for departmental and district policies (such as course outlines, pacing plans, common assessments, grading scales, etc.)
- Inform, promote and organize attendance at conferences and professional development opportunities for department members
- Select and order textbooks
- Recruit new teachers to the department
- Maintain a leadership role in the WASC and Restructuring processes

Prerequisite (As of September 2003)

Chairperson will be a member of a professional organization in his/her subject area.