

<u>Title:</u>	Department Head
<u>Qualifications:</u>	New Jersey Permanent Teaching Certification
<u>Reports To:</u>	Superintendent, Principal and Vice Principal
<u>Term:</u>	10 Months.
<u>Teaching Responsibilities:</u>	Department heads in Math, Social Studies, English, Science and World Language will be assigned up to 20 teaching periods per week. All other department heads will have a daily teaching schedule of up to and including 5 classes per day. All department heads will carry out all other duty functions as contracted by the CPEA for all teaching staff.

Responsibilities include:

1. Department heads in Math, Social Studies, English, Science and World Language will lead and assist teachers (grades 7-12) in curriculum development, creation of new course offerings, and continual revision of existing courses of study.
2. Department heads in all other areas will lead and assist teachers (grades 9-12) in curriculum development, creation of new course offerings, and continual revision of existing courses of study.
3. Develop and revise curriculum, as necessary, for the purpose of aligning curriculum to the core content standards and/or HSPA/GEPA test.
4. Serve as a resource person and instructor for department members for the purpose of HSPA/GEPA and SRA testing requirements.
5. Coordinate all departmental SRA activities. This includes scheduling, monitoring, grading, recordkeeping, and any other related SRA activities or requirements.
6. Administer, coordinate, design, review, organize, analyze and report on all departmental tests and exams, such as, HSPA, NJ Pass and Mac.
7. Conduct departmental meetings whenever necessary for the purpose of budget preparation or possibly disseminating information.
8. Prepare the annual budget for the department. This includes requisitions, inventory, checking supplies and equipment and recommendation regarding supplies, equipment and textbooks.
9. Coordinate the maintenance of all department equipment.
10. Maintain continuous inventory of books, equipment and departmental supplies.
11. Recommend to Principal desirable changes and/or additions in textbooks, resource materials, supplies and equipment.
12. Maintain department substitute folders (9-12) and assist the vice-principal in the assignment of daily substitutes.

13. Coordinate all department activities involving the placement of honor, AP and remedial students into classes.
14. Collect and record departmental materials, such as, lesson plans, surveys, computerized grade sheets, exams, keys, etc.
15. Carry out any other departmental duties as deemed necessary by the Superintendent, Principal or Vice-Principals.