

APPENDIX Q - DEPARTMENT CHAIRPERSONS

A. Qualifications:

Department Chairpersons are members of the bargaining unit who assist the administration with the improvement of instruction at their school sites. Required qualifications for bargaining unit members serving as Department Chairpersons are as follows:

1. Successful teaching or counseling experience in the department and permanency with the District.
2. A credential in the subject area of the department.
3. Ability to plan a departmental budget and adhere to the processes and timelines for budget development and for purchasing.
4. Ability to keep accurate records.
5. A teaching or counseling assignment of four (4) or more teaching periods within the department.

B. Selection Process:

1. Provided the bargaining unit member maintains qualifications found in A.1-5 above, the terms of office of a Department Chairperson shall be for a two (2) year term.
2. The position of Department Chairperson may be terminated by retirement, resignation, or for cause.
3. Whenever a Department Chairperson position is vacated, the Department Chairperson position shall be filled according to the following procedures:
 - a. The site administration shall notify all bargaining unit members of the department that the position is vacant.
 - b. The site administration shall request that the department bargaining unit members provide one (1) nominee who meets the qualifications for the position.
 - c. The department bargaining unit members shall hold a voting process and select the next department chairperson by majority vote.

- d. The site administration may reject the results of the election only if the resulting candidate has been terminated from serving as a department chair for cause in the past. Department Chairs may be removed by the site administration when they do not fulfill or are otherwise unable to fulfill the responsibilities and duties of the position as outlined in this appendix. If rejected, the department may submit a new name to the principal within three (3) days of receiving the rejection.

- i.

Attempting to arrange a designee in representing the department at site and/or District meetings is not a cause of removal from serving as a Department Chairperson.

- e. If a nominee is not forthcoming from the department, the site administration shall appoint a Department Chairperson from among the departmental bargaining unit members for a period of up to one (1) work year.

- 4. Exception: If there are no nominees who meet the required qualifications, Department Chairpersons may be selected upon mutual agreement between the Assistant Superintendent and the Federation President.

C. Compensation:

- 1. The Department Chairperson shall be compensated monthly with the Department Chairperson's stipend (found in Appendix C of this agreement) over a 10-month period of equal payments.
 - a. In the event that two (2) bargaining unit members are sharing the role of Department Chair, compensation shall be split equally, to be paid monthly.
 - b. The two (2) bargaining unit members sharing the role of Department Chair shall determine how to split the duties equally and inform the site administration and department bargaining unit members prior to the end of the first week of school.
- 2. Human Resources shall obtain a list of Department Chairs from the sites by the end of the first instructional week of the work year.

D. Duties:

1. Hold a monthly department meeting at a regularly set time to discuss items from site department chairpersons' meetings and District steering committee meetings.
 - a. Bargaining unit members of the department will agree on a meeting days, times, and location(s) by majority rule.
 - b. Except for non-instructional workdays, the meeting shall take place outside of contractual hours at the school site.
 - c. The Department Chairperson shall provide an agenda and keep minutes of the meeting.
 - d. The Department Chairperson shall attend monthly steering committee meetings and send meeting summaries to the department. If the administrator, or administrative designee, appointed to the steering committee is not present, the meeting shall be cancelled.
2. Solicit advice and feedback from department bargaining unit members to improve school safety, instructional concerns, and needs of the department. This solicited advice and feedback shall be shared with site administration.
3. Develop and maintain a departmental budget and adhere to budget deadlines.
4. Keep accurate minutes of monthly department meetings to be shared with the department, and the site administrator.
5. The administration of the site shall collaborate with the Department Chairperson regarding new staffing within the department.
 - a. The Department Chairperson shall be among the hiring committee for new staffing if the Department Chairperson so chooses.

ii.

If the new staffing interviews occur outside of the 184-day work year, the Department Chairperson shall be compensated

according to the hourly rate of pay for the hours of participation.

6. The site administration shall collaborate with the Department Chairperson regarding teaching assignments for the following work year no later than March 15th of each work year.

a. In addition, there shall be a meeting of all department chairpersons that have differentiated staffing needs for the following work year no later than the timeline found in VI.V of this agreement of each school year to discuss differentiated staffing.

7. The Department Chairperson or a departmental designee shall serve on committees regarding departmental textbook adoptions.

a. A departmental designee shall be nominated by the Department Chairperson.

8. In the event of a Department Chairperson's extended absence, an interim Department Chairperson shall be selected by the site administration to serve the duties of the position. This interim Department Chairperson's responsibilities shall terminate upon the return of the elected Department Chairperson. The interim Department Chairperson shall receive the compensation of the elected Department Chairperson while serving in the position and until the return of the elected Department Chairperson.

E. Special Education Department Chairperson:

In addition to the above Department Chairperson duties, Special Education Department Chairpersons duties also include the following:

1. Collaborate with site administration to ensure students are appropriately placed per their Individual Education Plans (IEPs).
2. Collaborate with administration during master scheduling to ensure proper placement of students with disabilities.
3. Collaborate with the master scheduler to pre-load students with IEPs into appropriate classes per their IEPs.

4. Collaborate with administration and bargaining unit member Education Specialists to place paraeducators and develop their schedules.
5. Collaborate with administration to support incoming students with IEPs and other supports.
6. Collaborate with administration to maintain balanced caseloads on an electronic spreadsheet to be shared via view access for all department members.
7. Verify that both the District adopted IEP system and student information system (SIS) databases are displaying and showing accurate information at the beginning and throughout the work year and communicate any site inaccuracies to District Special Education office administration.
8. Collaborate with site administration to address parent inquiries when a case manager is unknown and reroute to the appropriate case manager.
9. Organize and assign initial IEP testing on a documented rotating schedule.
10. Receive requests for assessments and ensure they are forwarded to the District's Special Education office.
11. The Special Education Department Chairperson shall be compensated an additional two-hundred dollars (\$200) monthly along with the Department Chairperson stipend found in Appendix C.