

School District No. 5 (Southeast Kootenay)

POSITION: DEPARTMENT HEAD TEACHER

SCOPE AND PURPOSE:

The Department Head Teacher position at the middle/secondary level constitute the first level of consultation for teachers with Administration on all policy and procedural decisions, growth plans, school-based activities and budget discussions. The Department Head is responsible for mentoring new teaching staff in their department and encouraging discussions around professional growth.

DUTIES AND RESPONSIBILITIES:

Specific to the Department Head position, the teacher is expected to advise and assist teachers towards the improvement of instruction by:

- Arranging, in consultation with the Principal, meetings of individuals within departments to discuss curriculum, pedagogy and encourage individual initiatives through the sharing of current research strategies;
- Participating in the coordination of transitioning plan with feeder schools;
- Advising the Principal on the annual budget requirements for their department;
- Submitting written minutes for department meetings to the principal if requested;
- Coordinating the work of the department team by meeting on an as-needed basis as a department;
- Ordering supplies/equipment/tracking of inventory for the department in consultation with department team;
- Attending Department Head meetings as needed to a maximum of 10 one-hour meetings per school year. The Principal will post the draft agenda seven (7) days in advance to allow input. Information from these meetings will be shared with the departments as arranged by the Department Head.

SELECTION PROCESS: As per the SD5/CFTA Collective Agreement, Article B.27.5.a

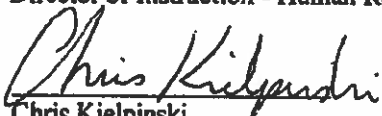
ALLOWANCE: As per the SD5/CFTA Collective Agreement, Article B.27.6.a



Brent Reimer
Director of Instruction - Human Resources



Silke Yardley
Superintendent



Chris Kielpinski
CFTA Co-Chair
FDTA President



Shelley Balfour
CFTA Co-Chair
CDTA President

December 3, 2020