

April 26, 1994

S.D. NO. 2 (CRANBROOK)

POSTION: DEPARTMENT HEADS

SCOPE AND PURPOSE:

Department heads shall be appointed in accordance with any article pertaining to the selection process for department heads contained in the current Collective Agreement.

DUTIES AND RESPONSIBILITIES:

To advise and assist teachers towards the improvement of the quality instruction by:

1. arranging, in consultation with the Principal, meetings of individuals within departments at all grade levels in the school to discuss programs, establish outlines and previews, establish course assessment procedures and encourage individual initiatives and the sharing of current research strategies among teachers;
2. advising and assisting teachers on the organization, preparation and presentation of their classroom work;
3. establishing articulation with feeder schools;
4. orienting new teachers and teachers on call.

To assist the Principal in duties relating to subject fields by:

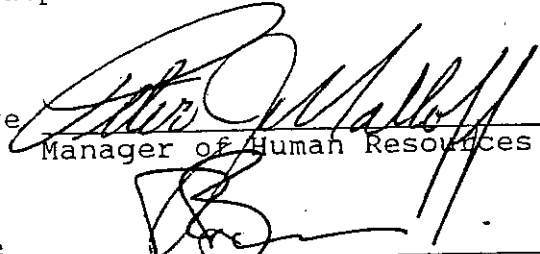
5. taking responsibility for the inventory, distribution and care of equipment and supplies;
6. where applicable ensure that teachers are able to apply WHMIS information to protect teachers and students;
7. co-ordinating the needs of the department;
8. advising the Principal on the annual budget allotment for their department;
9. submit written minutes of all department meetings to the Principal;

10. present an annual report to the Principal;
11. assuming such other departmental or job related duties as may be assigned by the Principal;
12. assist the Principal in establishing teaching assignments;
13. upon request of the Principal, assist in the selection of new teachers.

QUALIFICATIONS REQUIRED:

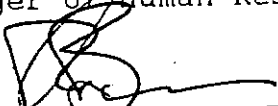
1. a university degree and/or extensive experience in the department;
2. able to demonstrate leadership and ability to command the respect of individuals in the department;
3. must be eligible for membership in the CDTA;
4. must be eligible for membership in the B.C. College of Teachers;
5. an interest in improving the quality of instruction;
6. willing and able to put in time and effort to improve the organization and educational outcomes of the department.

Board Representative



Manager of Human Resources & Operations

CDTA Representative



President, CDTA

District Supervisor

Director of Instruction:
Educational Administration

Employee

Date
