

**Torrance Unified School District**  
**Job Description**  
**High School Department Chairperson**

There shall be an elected Chairperson for the following nine departments: Applied Technology, English, Fine Arts, Foreign Language, Health/Physical Education, Mathematics, Science, Social Science and Special Education.

The Department Chairperson is elected to represent department members and interests. As such, the Department Chair is responsible for ascertaining the collective will of the department and representing that will in such a way as to further the mission of the school and district. Responsibilities include maintaining knowledge of current trends in content and methodology, leadership in departmental and school accreditation activities, facilitating department budget development, maintaining textbook inventories, preparing initial drafts of department master schedules, reviewing student placement in courses, assisting with articulation meetings, updating course outlines and instructional materials, reviewing outside credit and independent study applications, conducting regular department meetings, attendance at Department Chairperson meetings, participating at all district Subject Area Curriculum meetings, communicating department issues to the site administration and other duties that may arise which require leadership on issues that affect the department.

The election process shall be as follows:

All department members shall be informed by the Principal of the selection process and date of the department meeting at which the election of chairperson will be held at least two weeks prior to the date of such meeting. A teacher shall be considered a member of the department in which the majority of his/her classes belong. If a teacher is assigned equal numbers of classes in two or more departments then the teacher shall be considered a member of the department in which he/she is authorized by credential major to teach, credential minor to teach, or has the greatest teaching experience. Candidates for Department Chairperson shall be permanent teachers nominated by fellow teachers in the department (with the consent of the nominee) and/or volunteers. The election process shall include voting by secret ballot with majority support of those voting to elect. In cases of more than two candidates it is suggested that the candidate with the fewest votes be eliminated in subsequent balloting until one candidate receives majority support. The principal shall be notified of the name of the elected Department Chairperson using this form.

There shall be no split stipends. In the event of unforeseen circumstances, the chairperson may relinquish responsibility of the position. The position would then be put up to a vote of members of the department to select a new chairperson.

If there is not a chairperson selected by the department for the following year by May 31, the Principal shall appoint a member of the department to the position on or after June 10.

In the event of an ineffective Department Chairperson, the following will occur:

1. Principals will document poor performance in writing and through conferences with the Department Chair.
2. An evaluation citing areas of poor performance will be presented to the Department Chair.
3. A single appeal to the Associate Superintendent for School Administration will be provided.
4. Department Chairpersons relieved from duty through this process will be ineligible for the position for the following school year.

I understand the expectations of this position and, having been elected by the members of my department, accept this position and pledge to fulfill them to the best of my ability.

Name of Elected Person \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_