

**DEPARTMENT LEADER**

The Department Leaders have primary responsibilities in the areas of curriculum development and the improvement of instruction. Their tasks are to provide specialized leadership and direction in the department subject areas.

**RESPONSIBILITIES AND DUTIES**

1. Create a climate of involvement in the development and evaluation of the department educational program.
2. Improve instruction by assisting individual department members.
3. Provide leadership in department instruction improvement and the development of inservice training programs.
4. Provide appropriate orientation experiences for teachers new to the department.
5. Advise and counsel the principal regarding the teaching assignments of department members.
6. Distribute department duties equitably.
7. Assist the principal in the selection of employees new to the department.
8. Advise and assist the principal in the maintenance and improvement of facilities and equipment.
9. Participate in the development of the campus budget and in its implementation.
10. Assist in the selection of instructional materials.
11. Perform such other duties as may be delegated by the principal.