

DEPARTMENT LEADER SELECTION AND EVALUATION**I. Qualifications**

- A. Willingness to serve.
- B. Positive working relationship with and respect of department staff members.
- C. Knowledge of departmental curriculum.
- D. Successful teaching experience and evidence of professional growth.
- E. Leadership and management skills.

II. Selection

It is the responsibility of the principal to recommend departmental leadership assignments annually to the Assistant Superintendent, Human Resources. Factors in making these recommendations will include input from department members, administrators, and any other appropriate sources.

An opening for a department leader should be made known to all members of the department by means of a written announcement. Those interested should make this known in writing to the principal.

III. Term of Appointment: Three (3) years with the following stipulations and considerations:

- A. The term is conditional to a satisfactory annual evaluation by the principal and does not imply automatic replacement at the end of the term.
- B. With a three-year term, department members wishing to apply for the position will receive consideration based upon and consistent with the selection procedures.
- C. The three-year term will allow the department leader or lead teacher who no longer wishes to occupy the position to step down voluntarily at the end of one term with no reflection upon his/her performance or competence.
- D. The three-year term will afford the principal the opportunity for intermittent evaluation of each department's performance, needs, strengths, and weaknesses.
- E. The three-year term will encourage department members, at regular intervals, to assess the general state of the department.

IV. Evaluation

Each department member shall be given the opportunity annually of assisting the principal in evaluating the effectiveness of department leadership in his/her department.

Regulation Approved: June 26, 1974; September 19, 1978; August 9, 1999; September 10, 2002; September 6, 2005; April 21, 2009; November 15, 2010

Fullerton Joint Union High School District
AR 2132.12(b)

DEPARTMENT _____ CHAIRPERSON _____

APPRAISAL OF THE EFFECTIVENESS OF DEPARTMENT LEADERSHIP

The role of the department leader is central in the improvement of instruction and curriculum development in the organization of the Fullerton Joint Union High School District. This appraisal instrument has been developed to give instructional staff members the opportunity to assist the principal in evaluating annually the effectiveness of leadership in his/her department. The items listed below parallel those included in the responsibilities and duties of the department leader. The marking criteria are as follows:

O – Outstanding; E – Strong; S – Satisfactory; N – Needs Improvement; NK – No knowledge

☐ I do not wish to complete this survey instrument. (Please sign at the bottom and return.)

	O	E	S	N	NK	
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 in-service 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 teachers 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.

USE REVERSE SIDE FOR ADDITIONAL COMMENTS

☐ Yes ☐ No If this position becomes open for appointment, would you be interested in being considered?

Date: _____ Signature: _____
(optional)

Typed Name: _____