

District Content Area Department Chair Positions

District Content Area Department Chairs are established, maintained and funded by the Office for Teaching and Learning (OTL). The positions exist to assist the OTL with the design, revision and implementation of standards, instructional best practices, assessments, staff development and technology and to communicate clearly and consistently about these efforts. Additionally, district-level department chairs work cooperatively with building principals and building-level department chairs. Building level department chairs do not participate in either the teacher performance evaluation process or the grievance process.

Because of the constant changes necessitated by standards-based school reform, the workload requirements for the positions may change on an annual basis. Therefore, these positions are considered at-will and can be restructured or opened as the need to comply with changing national and/or state laws and rules and district projects or priorities occur. Any leadership position that lasts for more than three years will be reopened and advertised. The Office for Teaching and Learning will comply with district hiring processes and procedures to fill these positions. Retention in the position of district-level department chair will be based on performance of job responsibilities as defined in the job descriptions.

District-level positions will be available in the following K - 12 content areas when the workload defines the need:

- Language Arts
- Mathematics
- Science
- Social Studies
- PE/Health
- Vocational/Career Development
- Fine and Performing Arts (includes vocal music, instrumental music, art, drama, dance)
- Foreign Language (includes cultures and the languages of Spanish, French and German)

Building Level Content Area Department Chair Positions

Building Level Content Area Department Chair positions as recognized by the district are established, maintained and funded by the Administration of each secondary building to establish and maintain a department that implements instructional best practices to teach required standards to all students. Additionally, building level department chairs must work cooperatively with the building administration, the OTL and with the district-level department chairs. Building level department chairs do not participate in either the teacher performance evaluation process or the grievance process.

Building level department chair positions are considered at-will and can be restructured or opened as the need to comply with changing national and/or state laws and rules and district projects or priorities occur. Any leadership position that lasts for more than three years will be reopened and advertised. Building administrators will comply with district hiring processes and procedures to fill these positions. Retention in the position of building-level department chair will be based on performance of job responsibilities as defined in the job descriptions.

Adopted: 6/23/03

School District #1, Sweetwater County, Wyoming