

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
--

Section: PROFESSIONAL EMPLOYEES

Title: DEPARTMENT HEADS

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

444. DEPARTMENT HEADS

- .1 The individual designated to be in charge of an academic department will be known as a “Department Head”.
- .2 A Department Head will be appointed by the school board in May for a one-year term. Reappointment to the position will be dependent upon an endorsement by the building principal or the district administrative staff.
- .3 Various academic departments may be organized on a district-wide basis.
- .4 A building-level Department Head will act as liaison between building-level department members and the building principals in order to establish and maintain effective communications. A district-wide Department Head will act as the liaison between department members and district administrative staff.
- .5 Department Head responsibilities include:
 - a. implement district policies and administrative directives that are related to the department;
 - b. make recommendations to the administration regarding such matters as recruitment of department members, personnel actions, and teaching assignments;
 - c. acquaint new members of the department with district curriculum guides, programs, policies and methods of operation;
 - d. communicate discrepancies in performance with the building principal so she/he, in turn, may make appropriate visitations in an attempt to correct such discrepancies;

- e. work with the guidance department concerning student adjustment problems, needs, job, and scholarship opportunities;
- f. conduct monthly meetings with members of the department and submit a written report of the meetings to the building principal. District-wide Department Heads shall conduct monthly meetings with members of the department and submit a written report to the Superintendent with courtesy copies to each building principal.
- g. coordinate the development of the departmental budget on an annual basis;
- h. encourage the development of, and participation in, professional activities by members of the department; initiate leadership by which the faculty will be kept abreast of developments and achievements in the academic discipline of the department;
- i. coordination of activities between building-level departments within a specific academic discipline will be the responsibility of the senior high Department Head;
- j. provide leadership in the development of curriculum content by serving as a member of the Curriculum Development Staff under the direction of the Curriculum Coordinator.