

Section 400 - Personnel

Employees Job Descriptions

Department/Grade Level Head Teachers

File: 405.11 – R1

The department/grade level head teacher shall currently be a certified employee of Holt County School District No. 7 and shall currently be teaching in the area to which he or she will assume the duty as department head. The department head shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to, the following:

1. Performing those applicable duties described in the teachers' job description in 405.31 – R1;
2. Overseeing and assisting in the overall development of the curriculum for the area. He or she shall serve as the lead person in the development of curriculum guides for the department;
3. Evaluating and determining the needs of the department;
4. Previewing all new material before it is ordered for the department. He or she shall serve as the lead person in textbook review and selection;
5. Holding orientation sessions and assisting all departmental personnel. He or she shall provide guidance for all new teachers within the department;
6. Selecting reference materials in cooperation with the librarian;
7. Helping in the preparation of the class schedules and policy enforcement.
8. Being responsible for the public relations program for the department and, after approval of the building principal, prepare and release pertinent information to the parents, public, and news media;
9. Holding at least four department meetings each year.
10. Submitting to the principal a year-end summary, documenting the activities, accomplishments, and any other pertinent department information;
11. Preparing an annual budget of department materials and equipment and after approval of the principal, directing expenditures from this budget;
12. Maintaining confidentiality of sensitive information related to staff, students, and parents;
13. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
14. Maintaining consistent attendance for the benefit of the District.
15. Performing other duties as assigned.