

SANTA ANA UNIFIED SCHOOL DISTRICT
Santa Ana, California

BP 2230

DEPARTMENT INSTRUCTIONAL CHAIRPERSON FOR SECONDARY SCHOOLS

1.0 BASIC PRINCIPLES

- 1.1 To implement the instructional program in the Santa Ana secondary schools, the positions of Department Instructional Chairperson are established with the following assignment of duties:
 - 1.1.1 Provide departmental leadership in the selection, development and utilization of instructional materials, equipment and methodologies in their respective schools.
 - 1.1.2 Provide departmental leadership in the development of a strong, continuous, and well-coordinated curriculum.
 - 1.1.3 Provide leadership in developing a curriculum to meet the needs of students at various achievement levels.
 - 1.1.4 Evaluate the curriculum within the department on a yearly basis to determine the relevancy of courses and the adequacy in relationship to the established course objectives and the total school curriculum.
 - 1.1.5 Work harmoniously and cooperatively with other departments to assure that no duplication of course offerings, equipment, and instructional material occur.
 - 1.1.6 Represent the school in District-wide instructional meetings.
 - 1.1.7 Assist the principal in preparing required reports such as budget requests, October report, inventory, and curriculum surveys.
 - 1.1.8 Act as a consultant for the teachers in these areas of instruction.
 - 1.1.9 Assist the principal and the Assistant Superintendent, Secondary Instruction, in planning and implementing inservice training of teachers.
 - 1.1.10 Perform any other duties and assume such other responsibilities as may be assigned by the Principal.
- 1.2 Reimbursement shall be given in terms of compensation, as determined by the Agreement.
- 1.3 Selection of the Instructional Chairman shall be determined by the Principal, subject to the approval of the Division Superintendent and the Board of Education.
- 1.4 The principle of rotation shall not be applied, and each Instructional Chairman shall serve on a one-year basis.

- 1.5 Any teacher who is eligible for remuneration both as an Instructional Chairman and for extra duties may be permitted to accept and be compensated for only one extra duty assignment in addition to Instructional Chairperson when in the opinion of the principal, such an extra assignment is necessary.

Policy Adopted: 6/10/58

Revised: 10/11/77