

Category: 1710
Exc. Qual. Std. 07
Approved: Revised 09-11-91
Authorization: P.L. 95-561

DEPARTMENT HEAD

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 05
Maximum Pay Level: 06

DESCRIPTION OF WORK:

Department Heads will serve as supervisors or directors of programs within the school. They will be responsible for the day-to-day administration of a department, e.g., mathematics department within a school. Activities may include: scheduling of leave; assignment of teaching areas or rooms, staff critiques or evaluation; ordering of supplies; budget preparation; scheduling professional services; developing curriculum; selecting adapted textbooks; attending school board meetings; teaching; etc. The Department Head position may carry teaching or other professional non-supervisory responsibilities. This individual will closely assist the supervisor and will represent the group at staff meetings, planning sessions, etc.

LEVEL OF RESPONSIBILITIES:

05 Level – This position will carry the responsibility of a school department and has full supervisory responsibility for four to nine professional employees at the 03 Level or above.

06 Level – This position will carry the responsibility of a school department and has full supervisory responsibility for ten or more professional employees at the 03 Level or above.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level:	05	06
Experience (Years):	2	3
Education:	Master's Degree in any appropriate area of Education including or supplemented by 12 semester hours of educational administration courses which may include hours in Curriculum Development, Educational Supervision and Leadership, Guidance Supervision, Educational Finance and Budgeting or School Law.	

Professional educators serving as department head for academic areas will meet the requirements for state teacher certification in one (1) subject area that is supervised. Professional educators serving as department head in other areas, such as, guidance will meet state certification requirements if established or the above Office of Indian Education Programs requirements if not established or if Office of Indian Education Programs requirements are higher. Emergency and provisional certificates may be accepted under the conditions they are issued by the State certification authority.

Position may, with the approval of the Agency Superintendent for Education, be advertised specifying areas of education which are appropriate to the position, and consideration may be limited to those individuals whose degree(s) or education are in the specified areas.

At Level 06, applicants experience will have included one year of appropriate experience equivalent to Level 05 as described under description of work.

Additional Note: Employees occupying this position prior to issuance of this revision may meet the educational requirements of this revision or the requirements of the position in effect at the time they were hired. Prior incumbents on provisional contracts may continue on provisional contract so long as they evidence satisfactory progress toward meeting this standard.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.