

## **REGULATION #7505.1**

### **SECONDARY SCHOOL DEPARTMENT HEADS**

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#### **1. Duties and Responsibilities of a Department Head**

##### **1.1. Instructional Leadership**

- a) The department head will provide direction and assistance to teachers' programme areas through the development of a yearly plan by:
  - Establishing programme objectives which are consistent with the school's objectives and School District No. 36 (Surrey) goals and provincial guidelines.
  - Establishing department or programme priorities.
  - Evaluating progress towards these objectives, goals and guidelines.
  
- b) The department head will assist administration by providing leadership in a development of the school curriculum to meet the learning needs of pupils by:
  - Implementing curriculum changes as required by the Ministry, or the district.
  - Selecting textbooks and resource materials.
  
- c) The department head in cooperation with the administration will develop a programme of articulation with elementary schools, secondary schools and post secondary institutions.
  
- d) The department head will provide leadership in setting standards of pupil performance by:
  - Promoting consistent standards and performance objectives within the programme area.
  - Working with teachers to establish their procedures and to establish consistent evaluation and grading practices of pupil learning.

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- e) The department head will assist the administration in the supervisory process by:
  - Developing a programme of instructional supervision with department members.
  - Providing opportunities for department members to improve their instructional processes.
  
- f) The department head will support professional development by:
  - Being directly involved in the school improvement plan.
  - Supporting and participating in the school's staff development programme.
  - Participating at in-service programmes, workshops and/or conferences.
    - Identification of in-service opportunities for department members.
  - Encouraging professional development through the:
    - Exchange of ideas with members of the programme or subject area.
    - Discussion of teaching methodology and resources.
  
- g) The department head will provide support, guidance and orientation of student teachers, teachers new to the department, teachers new to the profession.
  
- h) The department head will support district programmes and school initiatives.
  
- i) The department head will work to provide a positive image of the school in the community by:
  - Participating in the school's public relation's programme.
  - Communicating with elementary, secondary and post secondary institutions.

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- j) The department head will work as part of a school district department head team and will meet regularly with district personnel to promote curriculum development, school to school coordination and articulation, and other matters that relate to curriculum and instructional priorities.

#### 1.2. Organizational Duties

The department head will assist the school's administration by:

- a) Attending school and district department head meetings.
- b) Assisting the principal, as requested, to determine teaching assignments and in selecting new teachers.
- c) Convening regular departmental meetings at which minutes are recorded and filed.
- d) Participating in the school budget development process.
- e) Monitoring the requisition of supplies and equipment.
- f) Maintaining inventory control and arranging for the repair and maintenance of department equipment.
- g) Advising the school administration about facility needs and safety concerns.
- h) Advising on plans for additions and alterations to the school where appropriate.

## 2. Allocation and Organization of Department Heads in Surrey

Subject to budgetary provisions, the goal will be to provide department heads as outlined below:

<u>PUPILS</u>	<u>DEPARTMENT HEADS</u>
0 to 600	5 major department heads
601 to 800	6 major department heads
801 to 1000	7 major department heads
1001 to 1200	8 major department heads
1200 to 1400	9 major department heads
1400 to 1600	10 major department heads
1600+	11 major department head

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- a) Allocation shall be based on school enrollment as projected for September 30<sup>th</sup> of the following school year.
- b) Allocation of department heads shall be at the discretion of principals.
- c) Consideration may be given to schools having special circumstances for the further allocation of department heads at the discretion of the superintendent of schools.
- d) The department head shall have an equivalent of one preparation period to meet the department head responsibilities and duties.

**3. QUALIFICATIONS FOR ASSIGNMENT**

Candidates for department head should have:

- a) A record as a highly successful teacher.
- b) Demonstrated ability to lead, to organize and to work with others.
- c) Evidence of having maintained a high level of curriculum and instructional knowledge.
- d) Evidence of continuing professional growth.

**4. METHOD AND TERMS OF APPOINTMENT**

- a) Applications for department head will be submitted to the principal.
- b) The principal will submit written recommendations for each department head position to the superintendent of schools by April 30.
- c) The appointment of department heads will be for a period of up to two years, and is subject to renewal. The principal will meet annually with each department head to review the duties and responsibilities of the department head.
- d) The department head will, where appropriate, be appointed from within the staff.

*Approved:* 1989-09-2

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**RECOMMENDATION FOR DEPARTMENT HEAD**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Subject Area: \_\_\_\_\_

Major or Minor Position: \_\_\_\_\_

Please supply the following information:

1. Name of teacher recommended for department head: \_\_\_\_\_
2. Degrees held: \_\_\_\_\_
3. Certificates held: \_\_\_\_\_
4. Subject majors or equivalent: \_\_\_\_\_
5. Teaching experience \_\_\_\_\_  
-in this department: \_\_\_\_\_
6. Teaching assignment in September: \_\_\_\_\_
7. Projected school enrollment for September: \_\_\_\_\_
8. Actual enrollment – September 30th (to be completed by Superintendents' office): \_\_\_\_\_

Supporting statement on teacher recommended:

Principal's Signature \_\_\_\_\_

Approval of Superintendent \_\_\_\_\_

Before submitting recommendations, principals are advised to review School Board Policy 7505.