



**Section:** *Professional Employees*

**Title:** *Position Description for  
Department  
Representatives  
in the Secondary Schools*

**Adopted:** *1972*

**Revised:**

**409** *Position Descriptions for Department Representatives in the Secondary Schools*

*Functions and Activities*

*The position will involve the following functions and activities exclusively:*

**1.** *Development and implementation of the department budget*

*Activities:*

- a. Receive from members of the department suggestions for budgetary consideration.*
- b. Analyze department budget request and refine to necessary items.*
- c. Confer with principal on budget requests and make necessary adjustments.*
- d. Initiate purchase requisitions in accordance with approved budget.*
- e. Assist with the development and/or revision of bid lists (science, art, industrial arts, health, and physical education).*

**2.** *Receive, inventory, and distribute instructional equipment and supplies*

*Activities:*

- a. Receive, store, and inventory selected equipment and supplies.*
- b. Arrange for stamping and numbering new textbooks.*
- c. Distribute to and collect from teachers' department equipment and supplies.*
- d. Verify receipt of orders and return validated requisition copies to Principal's office.*

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**3.** *Completion and submission of reports*

*Activities:*

- a. Prepare and submit periodic reports or surveys as requested.*
- b. Submit summaries of department meetings.*
- c. Submit items for monthly Board reports*

**4.** *Assist with the implementation of the Department's curricular program*

*Activities:*

- a. Assist department staff in making uniform interpretations of curricular programs.*
- b. Act as liaison person with curriculum coordinators in the evaluation and development of instructional program.*
- c. Develop necessary procedures and schedules.*

**5.** *Other Functions*

*Activities:*

- a. Assist Principal in acclimating new personnel assigned to the department during initial stages of employment.*
- b. Attend meetings with administrators, coordinators, and sales representatives as necessary on matters appropriate to the functioning of the department.*
- c. Conduct department meetings.*
- d. Assist Principal with development and implementation of orientation and in-service programs as requested.*

**6.** *The following duties have been indicated as being essential to the functioning of the reading department in the junior high school.*

*Activities:*

- a. Group incoming 7th grade students for instruction on basis of pertinent information available from elementary schools.*
- b. Evaluate and place new students into appropriate reading programs.*

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- c. Make recommendations concerning students who may benefit from special programs, (i.e., RISA, corrective reading, advanced study skills, vocational-technical students needing corrective reading)*

*The functions and activities indicated in items 1 through 6 above exceed those normally expected of any professional staff member in the general conduct of the programs of education in the school district. Any functions or activities normally included as a part of a teacher's function in the school district would also be included in the job function of the above personnel.*

*Assigned Periods for Department Responsibilities*

- 1. All department representatives will be provided with five (5) periods in the weekly schedule for functions assigned in the above job description. Department representatives serving departments of twelve (12) or more members will, in addition to these five (5) periods, be provided five (5) additional periods in the weekly schedule for department functions except when the demands of the educational program make this absolutely impossible to achieve.*
- 2. Where possible and feasible, at the discretion of the building Principal, a department chairman, in lieu of five periods of classroom instruction, may be assigned five (5) periods of study hall, cover, or other non-teaching duties.*

*Section: Professional Personnel*

*Title: Position Description for Department Representatives in the Secondary Schools*

*Adopted: 1972*

*Revised:*