

**Pittsburg Education Association (PEA)  
AGREEMENT  
Department Chair Job Description**

**July 31, 2023**

The District and the Association agreed that the following changes be made in the job description for Pittsburg High School Department Chair. New language is indicated in red, and language to be removed is struck through.



**PITTSBURG UNIFIED SCHOOL DISTRICT**

**PITTSBURG HIGH SCHOOL DEPARTMENT CHAIR**

A. PRIMARY FUNCTION:

The department chair is the instructional leader within his/her subject area, and gives counsel and assistance to the members of the department. There is a variance from department to department; in general, the department chair's more specific duties are as follows.

B. ADMINISTRATIVE RELATIONSHIP:

Directly responsible to the site administration.


C. MAJOR DUTIES AND RESPONSIBILITIES:

1. Schedule and conduct department meetings at least once per month.
2. Prepare agenda, soliciting input from department members.
3. Promote and foster in their teaching faculty a spirit of cooperation and professional growth.
4. Hold department meetings to collaborate regarding student needs and other topics.
5. Confer with site administration on departmental challenges and plans **at a time mutually agreed upon.**
6. Solicit teacher input in order to make recommendations to site administration regarding improvements for the betterment of the department.
7. Coordinate implementation of the State and District adopted curriculum under the supervision of the site administration.
8. Facilitate the selection of instructional material and equipment.

9. After being provided with a budget by site admin, collaborate ~~In collaboration with teachers in the department to submit purchases for approval, prepare and deliver to site administration the final budget request for approval.~~
10. Plan for in-service training activities with members of the department in conjunction with site administration.
11. Consult with teachers and administrators on scheduling of classes.
12. Assist in the interpretation of school and District policies as they affect the department.
- ~~13. Print data reports.~~ Review data at department meetings to guide instructional practices.
14. Comply with the State education code and district board policies.
15. Be involved in the selection of new department personnel.
16. Attend department chair meetings and disseminate information to all members of the department.
17. The Department Chair is a Non-Evaluative position.
18. Conduct non-evaluative walk-through observations. Classroom coverage may be available after approval from site admin
- ~~19. Participate in non-evaluative observations in conjunction with the instructional coaches, as indicated on the coaching calendar.~~
20. The work of the department shall be confidential.
- ~~21. When unable to provide the extra release period, the District and the Association will meet to renegotiate within 30 calendar days of notification of the intent to eliminate the extra release period. The department chair will be paid an annual stipend as indicated on the stipend salary schedule in the PEA Collective Bargaining Agreement.~~

Board Approved: TBD

Date: 7/31/23

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For PEA: Celia Medina-Owens  
PEA President

Date: 7/31/23

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For District: Nancie Castro  
Assistant Superintendent  
Human Resources