

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

***SUPPLEMENTED POSITION***

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**Position Title:** Department Chairperson (Secondary)  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools.

**Communication Skills:**

Ability to read and interpret documents. Ability to write routine reports and correspondence.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear. Occasionally the employee is required to climb and kneel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Goal:**

To provide smooth operation of the departments within the school.

**Essential Duties and Responsibilities:**

1. Develops and finalizes the department's budget with the principal and provides decisive input into equitable departmental expenditures.
2. Oversees purchases within the school's established bookkeeping policies.
3. Assigns teachers duties within the department necessary for carrying out the work of the department.
4. Works with the principal to make teacher assignments for the succeeding year.
5. Identifies personnel needs of the department and assists in the selection of teachers to fulfill these needs.
6. Assists in assigning interns within the department.
7. Monitors the enrollment of students to ensure proper sequence of courses.
8. Assists new teachers.

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9. Inventories textbooks, materials, supplies and equipment in the department at the beginning and at the end of each school year.
10. Suggests meaningful interdepartmental in-service programs.
11. Furnishes the principal with a copy of minutes of each department meeting.
12. Reviews with the principal all work of the department.
13. Develops with the aid of other teachers, policies for the operation of the department.
14. Informs the principal about matters adversely affecting teacher and student morale.
15. Provides teachers with information concerning professional meetings, materials, and scholarships which may be available to them and/or their students.
16. Acts as a liaison between faculty and administration and between district administration and department.
17. Assists substitutes in finding lesson plans (or creates lesson plans in case of any emergency).
18. Attends meetings (school, district, state, etc.) And reports back to the teachers.
19. Abides by all policies of the Okaloosa County School Board.
20. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.