



Chief Academic Office

Department Chair Procedures for “Compensation”

High Schools with 500 or more students:

A department chair is a teacher who represents a department of at least 5 or more teachers (from the same content area or 5 or more teachers from combined content areas) that is released from one instructional period (time based on non-block schedule periods) per day to perform department chair responsibilities (see attached).

- If the teacher described above is not released from an instructional period they should be compensated with 1,500.00 per semester.
- If the teacher described above is released from a duty instead of an instructional period they should be compensated 750.00 per semester.

High Schools with less than 500 students:

A department chair is a teacher who represents a department of at least 3 teachers (from the same content area or 3 or more teachers from combined content areas) that is released from one instructional period (time based on non-block schedule periods) per day to perform department chair responsibilities (see attached).

- If the teacher described above is not released from an instructional period they should be compensated with 750.00 per semester.
- If the teacher described above is released from a duty instead of an instructional period they should be compensated 375.00 per semester.

Additional Information:

- Selection of the appropriate staff is critical and is done at the discretion of the Principal who are encouraged to seek staff input.
- Accountability is at the school level for performing the Department Chair responsibilities.

Department chairs are expected to attend monthly department chair meetings held by Central Service Staff. The department chairs will be compensated at their part-time certificated rate for attendance at the meetings outside of the teacher workday. This cost will be paid by a Central Service account.