

2016-17 CTE Department Chairperson Application & Agreement

Name: _____ Campus: _____

Years of teaching experience: _____ Years at current campus: _____

Phone: _____

I understand that if I am chosen to serve as a CTE Department Chairperson I will be expected to faithfully execute the following duties in order to earn my campus stipend (per the compensation manual), as the department chairperson. Chairperson stipends are awarded and paid at the discretion of the campus administration.

- Attend all required professional development for department chairs at both the region & district levels and attend all whole-department professional development sessions. This includes, but is not limited to, the monthly CTE Department Meetings organized by the HISD CTE Department
- Meet at least once a month with all CTE teachers on campus to keep them apprised of all CTE information gained at HISD CTE Department meetings and/or through other notices, as the primary CTE contact, and provide sign-in sheets and meeting minutes/ agenda for each meeting to the CTE specialist assigned to campus
- Meet regularly with principal and other administrators, as appropriate, to share campus CTE department information as well as other relevant CTE information provided by HISD CTE department, Region IV, or TEA
- Collect, organize, and maintain all student 4-year Plans of Study – for review and audit
- Ensure correct CTE PEIMS coding for all CTE students on campus, following all federal, state, and local procedures and requirements
- Organize and maintain materials and supplies for the department in assigned storage rooms
- Prepare orders for supplies and coordinate with finance staff
- Coordinate collection, campus review, and principal approval of Perkins requisitions before submission to the HISD CTE Department
- Plan, organize, and provide professional development to teachers in CTE department and coordinate outside professional development opportunities for CTE staff with principal
- Monitor collection of and submittal to HISD CTE department, all required Work Based Learning Training Plans and Problems and Solutions course Research Plans
- Monitor all CTSO's for department
- Assist with interviewing teachers for openings in department (at principal's request)
- Assist with support of new teachers in department (observations, mentorships, etc.)

Department Chairperson Signature

Principal Signature