

Date: Tuesday, April 05, 2016
To: Department Chairs
From: K. Uchida, UTLA Chapter Chair
Re: Department Chairperson Nominations

Every year the Departments have the opportunity to elect a new Department Chairperson if they so choose. Every teacher has the opportunity to run for Department Chair. If you would like to be your Department Chairperson for the 2016-2017 school year, read the brief description of the roles and responsibilities of the Department Chair and fill out the self-nomination tear-off below. Department Chairs receive a stipend for their service and are not assigned a Homeroom. However, they do provide coverage for homeroom teachers at least two mornings a week as needed.

Department Chair Positions:

- Math Science Physical Education Special Education
 English History Electives

Department Chair Requirements:

- Department Chairpersons must be Permanent Employees of LAUSD
 Department Chairpersons must be credentialed in the subject area

General Responsibilities:

- Lead Department Meetings
 Provide support and guidance to Department
 Plan and work with Administration with concerns/needs of Department
 Track orders placed by Department representatives
 Assist new teachers
 Attend Leadership Meetings after school (about 8 times a year)
 Provide Homeroom coverage as needed
 Attend 8th Grade Awards Night in June

Nomination / Election / Confirmation Process

- Self – Nominations Due to this year's Department Chair by end of the day April 12, 2016
 Elections/Confirmation: Election/Confirmation voting will take place during the department meeting, Tuesday, April 19, 2016
(A department member who is not running for department chair conducts balloting, as needed)
 Notify the Principal and Chapter Chair of election results after the Department Chair has been determined

Tear off and return to Department Chair

Department Chair Self-Nomination

I, _____, would like to run for Department Chairperson in the subject area of _____
_____ for the 2016-2017 school year.

Teacher Signature

Date