

Administrative Procedure 439

ROLE OF THE DEPARTMENT HEAD

Background

In addition to carrying out those duties prescribed in Section 196 of the Education Act, a department head must also demonstrate instructional leadership, religious and moral leadership, as well as effective management while working collegially with others in the department, school and Division. The role is further defined under these domains outlined below:

Procedures

1. Instructional Leadership

- 1.1 Ensure that pedagogy is moving towards a student centred education system;
- 1.2 Maintain an active role with 21st century education philosophy while encouraging, mentoring and modelling these ideas within the school;
- 1.3 Continue to support the implementation of the Ministerial Order of student learning competencies and ensure that literacy and numeracy are embedded within instruction of all courses as appropriate to the course and level;
- 1.4 Create an environment where students can become engaged thinkers and ethical citizens with an entrepreneurial spirit, while embracing the six core values of Inspiring Education in all decisions made regarding the education of students;
- 1.5 Demonstrate a dedication to inclusion by learning and modelling inclusive educational approaches and expecting such practices within the department;
- 1.6 Ensure a diversity of delivery of approved curriculum according to individual student needs;
- 1.7 Is able to effectively coach teachers; is knowledgeable about coaching approaches and stances;
- 1.8 Create a collaborative learning environment where other members of the department are mentored and encouraged;
- 1.9 Liaise with department heads at other high schools to ensure consistency of best pedagogical and assessment practices throughout the Division.

2. Religious and Moral Leader

- 2.1 Provide leadership as well as delivery of Catholic education that inspires both their peers and students to learn and live fully and to serve God in one another by being actively involved in all aspects of celebration, prayer and Mass within their school and the Division;
- 2.2 Liaise with other school departments to coordinate social justice opportunities that may relate to the department.

3. Effective Manager

- 3.1 Assist with hiring new teachers into the department as well as providing feedback around the practice and performance of teachers within the department to administration;
- 3.2 Coordinate department growth plans and provide input for school growth plans;
- 3.3 Work with administration to determine a budget, monitor the budget, and work with the Business Manager to reconcile the budget;
- 3.4 Maintain assessment records and develop consistent assessment statistic/strategies;
- 3.5 Ensure technology is in place for teaching courses and for Diploma exams.

(Site Specific requirements – Each principal may have additional requirements for the Role of the Department Head.)

Teachers (for reference)

- 196 (1) *A teacher while providing instruction or supervision must provide instruction competently to students; teach the courses of study and programs of study that are prescribed, approved or authorized pursuant to this Act; promote goals and standards applicable to the provision of education adopted or approved pursuant to this Act; encourage and foster learning in students; regularly assess students and periodically report the results of the assessment to the students, the students' parents and the board; maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board; subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the principal or the board.*
- (2) *At any time during the period of time that a teacher is under an obligation to a board to provide instruction or supervision or to carry out duties assigned to the teacher by a principal or the board, the teacher must, at the request of the board, participate in curriculum development and field testing of new curriculum; develop, field test and mark provincial assessments, and supervise student teachers.*

Adopted: September 19, 2016
Reviewed/Revised: June 30, 2017, February 5, 2021

Reference: Education Act, Sections 18, 51, 52, 53, 196, 197, 205, 222
Teaching Profession Act
Ministerial Order 01/2020 - Teaching Quality Standard
Ministerial Order 028/2020 - Student Learning
Guide to Education ECS to Grade 12
Collective Agreement