

LOS ANGELES UNIFIED SCHOOL DISTRICT

Division of Adult and Occupational Education

BULLETIN NO. 67

August 26, 1988

SUBJECT: SUGGESTED RESPONSIBILITIES OF SUBJECT AREA CHAIRPERSONS, COMMUNITY ADULT SCHOOLS

I. Background

II. Suggested Responsibilities

III. Experience, Knowledge, and Skills

This revision supersedes the bulletin of the same number issued on March 28, 1984. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

Department chairpersons are selected in community adult schools according to the District-UTLA contract. Schools may have a subject area department chairperson in Academic, Business, English as a Second Language, Gerontology, Handicapped, Health Careers, Home Economics, Industrial Education, and Parent Education.

II. SUGGESTED RESPONSIBILITIES

The subject area chairperson is an important member of the instructional team. In addition to his/her teaching responsibilities, the subject area chairperson has a leadership role in a subject area in a community adult school and assists the principal in coordinating the organization and implementation of the instructional program and activities of the subject area. The following are suggested responsibilities of subject area chairpersons:

A. Provides instructional leadership for a specific subject area, including the following:

1. Plans and organizes subject area meetings and inservice workshops to improve instruction and develop teaching techniques.
2. Reviews and assesses subject area standards with teachers of the subject area/level in relation to the total school educational program.
3. Serves as a resource person regarding current trends, developments, and publications in the subject area of responsibility.
4. Develops resources for the improvement of instruction.
5. Establishes an environment that lends itself to creative instructional practices.
6. Assists in the evaluation of the instructional work of the subject area as it relates to student achievement.
7. Assists in the identifying and developing leadership potential within the subject area.

III. EXPERIENCE, KNOWLEDGE, AND SKILLS

1. Leadership ability in planning and improving the instructional program of the subject area and in working effectively with students and staff in providing an appropriate educational program.
2. Knowledge and understanding of the community adult school organization and instructional programs.
3. Knowledge of current trends in curriculum development for the subject area of assigned responsibility.
4. Knowledge of the adult school, Division, and District resources available to teachers in the the subject area.

For assistance, please telephone Robert C. Rumin, Coordinator, Instructional Services at (213) 625 - 6649.

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Division of Adult and Occupational Education**

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