

Secondary School Department Head Organizational Model Guiding Principles

Position Summary: Role of the Department Head

The Department Head will be responsible to the school administration as a member of the school leadership team. It is the responsibility of the Department Head to provide leadership and guidance in the implementation of curriculum initiatives and related programs for their department by modelling life-long learning. The Ontario Catholic School Graduate Expectations, Ministry guidelines and the Catholic Learning Framework are central to department curriculum design and management; therefore, the Department Head will need to be committed to individual and department accountability for student achievement in support of the Board and School Improvement Plans for Student Achievement and Well-Being.

Duties & Responsibilities:

As an instructional leader, the Department Head will collaborate with members of their own department as well as other departments to meet the program needs of students in a Catholic environment, and build a collaborative culture of learning; facilitate communications between school administration and department members; provide input on budget and timetabling decisions; ensure appropriate delivery of programs that include the compulsory Ministry and Board curriculum requirements; lead the department in professional development to support the school improvement plan and increase levels of student achievement; demonstrate a commitment to the Catholic school culture and knowledge about effective programming for students that will result in improved levels of student achievement and well-being.

Selection Process/Interviews:

Based on the timelines outlined in the Collective Agreement, a posting will go out to the system for any Department Headship vacancies. As outlined in the *Secondary School Department Head Organizational Model* policy, qualified applicants will be interviewed by a selection committee. The selection committee will consist of the administrative team from the home school, as well as one Supervisory Officer and/or an administrator from an outside school.

The objective of an interview is to assess a candidate's skills, qualities, knowledge, and potential in relation to the criteria for the position, based on the Catholic Leadership Framework.

Normally interviews will be 25-30 minutes in duration. All candidates will be asked the same questions.

Sample question:

Describe your vision for the department with reference to its current strengths and needs.

Look Fors:

- Ensure that a Catholic vision is clearly articulated, understood and acted upon
- Regularly encourage staff to evaluate their progress toward achieving the school's goals

Department Head Team Learning Plan

Department Heads are subject-matter experts who play a vital role in the leadership of a school. They are crucial to supporting Administration in the efficient operations of the school and in developing strong relationships with teachers, students and parents/guardians.

Therefore, it is important that our Department Heads develop and are supported in a team-learning plan each year that is based on the Catholic Leadership Framework and guided by the BISPSAW, SIPSAW and the Board MYSP.

At the beginning of each year, each secondary school will submit a list of Departments Heads and the subject area(s) they are leading. This information will guide the development of Department Head Councils. Department Heads will meet as part of a Department Head Council a minimum of three times each year. At the first meeting, a Chair will be selected, and the team will create a Learning Plan focused on one specific area of the Catholic Leadership Framework using the template below.

Also, as part of their individual professional development plans it is recommended that Department Heads complete the first two courses of Aspiring Catholic Leadership.

Department Head Council Annual Learning Plan

Goal	Leader Practices & Competencies (Ontario Leadership Framework)	Strategies/Timelines	Monitoring Mechanism	Key Indicators of Success	Key Results
	Practice: Competencies:				