

## **Role of the Department Head**

During the last round of negotiations the Board notified the Union at the bargaining table that it would be introducing a position summary for the role of “secondary school leader – head” including a description of “key responsibilities” and “skills and abilities”. The only change to the new Collective Agreement in this regard was in the definition of a “head”: *Means a Teacher charged with leadership responsibilities for a group of subjects, or areas of study or other curriculum based **and school wide responsibilities, and** holding qualification in one or more of these subjects/areas.*

Under current regulations there exists virtually no job description for Department Heads. The Collective Agreement does not describe the responsibilities of Department Heads. While the Board seeks to emphasize the “school wide nature of headships”, it is important to highlight what O.S.S.T.F. policies state about “heads”:

**Mentoring:** Heads may mentor for the improvement of classroom instruction but are not to evaluate teachers; that it is the role of the principal and vice-principal.

**Interviewing:** Since the removal of principals and vice-principals from the Federation, the distinction between “worker” and “manager” is quite clear: **Principals and Vice-Principals have a management role. Department Heads are not managers.**

It is the policy of O.S.S.T.F. that “no Member should perform duties normally performed by administration, including but not limited to evaluation, interviewing, hiring, promotion or firing.

**Supervision:** Supervision for “growth” is an acceptable form of supervision. Supervision for growth is not summative evaluation. A teacher supervising other teachers must not, under any circumstances, participate in a formal summative evaluation process which makes judgments regarding a teacher’s competence, suitability for promotion, etc. Teachers should be careful not to take part in any process that may blur the lines between supervision for growth and formal evaluation.

Stephen Lindeman  
Chief Negotiator