

DELANO UNION SCHOOL DISTRICT

GRADE LEVEL CHAIR (K-6)

JOB SUMMARY

Grade Level Chairs (K-6) serve for a term of one (1) year under the supervision of the site administration. Grade Level Chairs provide organizational leadership and support to all teachers within their grade level to ensure the grade level team meets student achievement goals.

ADMINISTRATIVE RELATIONSHIPS

Directly responsible to Site Administration.

REQUIRED QUALIFICATIONS

1. Multiple Subject Teaching Credential from an accredited university.
2. Bachelor's Degree or higher from an accredited university.
3. Favorable recommendation from their current principal.
4. Successful experience in implementing research-based instructional practices in the classroom.
5. Demonstrated ability to maintain knowledge and skills in relation to educational trends in curriculum, instruction, and assessment.

ESSENTIAL FUNCTIONS

1. Facilitates the implementation of the Common Core State Standards.
2. Exemplifies research-based instructional strategies.
3. Promotes the use of district core curriculum and pacing guides.
4. Attends, implements, and provides site and district professional development for their site.
5. Creates grade level meeting agendas in collaboration with the site administration.
6. Leads grade level meetings.
7. Records and shares meeting notes with site administration and grade level teams.
8. Runs data reports after assessments and leads analysis discussions with grade level team.
9. Attends leadership team meetings.

10. Collaborates with site administration and resource staff to ensure that grade level team has necessary supplies and materials to enhance instruction.
11. Creates common formative assessments in collaboration with grade level and district teams.
12. Works well with others and supports the site and district vision, mission, and goals.
13. Other duties as assigned by site administration.

Board Approved: 9/10/18