

ELEMENTARY GRADE LEVEL CHAIRPERSON

DESCRIPTION OF POSITION:	Performs such duties as are required to conduct the business of the grade level. This may include selection, observance reports, and supervision of members of the grade level as assigned by the Principal.
MAJOR DUTIES AND RESPONSIBILITIES:	<p>Selects, evaluates, and orders materials and supplies for the grade level.</p> <p>Assists in personnel assignments.</p> <p>Submits observation reports as required.</p> <p>Conducts inservice sessions as requested.</p> <p>Communicates District information to the staff.</p> <p>Attends District meetings concerned with the curriculum of the grade level.</p> <p>Assists with the writing of school Goals and Objectives.</p> <p>Assists in conducting inservice meetings on a district wide level.</p> <p>Assists in the formation of a district instructional materials center.</p>
CREDENTIAL:	Full credential for grade level.
EXPERIENCE:	Knowledge of the over-all grade level subject matter. Knowledge of the aims and objectives of the District, school, and grade level. Ability to conduct group meetings, and an honest desire to accomplish aims and objectives. Compatibility with peers and tactfulness in dealing with others.
SUPERVISION:	Responsible to: Principal
	Responsible for: Certificated staff in the grade level as delegated by the Principal.