

Elementary Schools

Chairpersons

Guidelines

**La Joya Independent School District
Elementary School
Grade Level Chairperson**

The following guidelines will be used in the selection and compensation and evaluation of grade level chairs:

Qualifications:

- Certification in primary subject area
- Three years teaching experience
- Knowledge of curriculum and instruction issues
- Knowledge of effective teaching and school practices
- Knowledge of programs for special populations
- Organization and management skills
- Effective communication and interpersonal skills
- Knowledge of continuous Progress and Sharon Wells Math

Selection Guidelines:

- Teachers interested in serving as a grade level chairperson must complete an application or resume and submit it to the principal or the designee every academic year
- The principal will submit applicants to the SBDM for review/selection
- The principal will name Grade Level Chairpersons in May or August for one academic year.
- Discretion in the selection of the Grade Level Chair may be used by the principal, if no experienced teacher is found.

Roles and Responsibilities

- Assist campus administrators in identifying student instructional needs, and monitoring instructional planning and programs to address identified needs within the grade level.
- Review lesson plans for quality, alignment to district and TEKS standards, and modifications for different populations.
- Model classroom lessons for the purpose of improving instructional delivery
- Monitor the implementation of district or campus curriculum within the grade level and provide feedback to the campus administration on the quality and effectiveness of that curriculum.
- Assist in coordinating the instructional program within and across grade levels, and special programs as required by state, district, and campus expectations.

- Assist in maintaining records of student assessment, placement and progress of district assessments/state academic standards.
- Review grade books on a scheduled basis to ensure compliance with state and local standards.
- Analyze, disseminate, and review student assessments reports and results by class and grade level.
- Maintain accurate inventory of grade level materials and equipment.
- Ensure that appropriate instructional materials and resources for teachers are available to implement all instructional programs within their grade level.
- Assist in planning and implementing an effective campus-based staff development program that is consistent with the district's philosophy and goals and addresses the needs of the students and staff.
- Disseminate current information on subject area and instructional methodology and promote professional growth for the grade level.
- Assist the principal in interviewing prospective teachers.
- Provide orientation for new teachers and substitutes to the grade level on procedures forms curriculum and other information.
- Lead grade level meetings and maintain minutes of meetings.
- Order instructional materials.
- Assist the campus administration with other matters related to the department as assigned.

Compensation: \$500.00

Duration of Responsibilities:

Elementary chairpersons will be named for one academic year. Selections will be reviewed and may be terminated during the year by the principal if performance does not meet expectations.

Evaluation:

The individual's performance of chairperson duties will be evaluated in April by the department and the principal. Documentation will be reviewed by the divisional review team during campus visits.

- \$150.00 – per teacher supervised (excluding self)
- Instructional support personnel will be assigned to appropriate grade levels

- These stipends will be paid in one lump sum at the end of the academic year upon completion of all required documentation. In cases where individuals are unable to complete a full year, the amount will be prorated for the number of months of actual service.

La Joya Independent School District
APPLICATION
Elementary School Grade Level Chair

Date: _____

I. Personal Information

Name _____ S.S.# _____
Address _____ Phone Number _____

II. Educational Experience Briefly describe your educational experience including degrees/certifications held.

III. Teaching Experience Briefly describe your teaching experience including number of years, grade levels, subjects etc.

IV. What do you believe should be the goal(s) of your department/grade level chair. Explain the qualities and/or strengths that you would bring to this position.
