



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 1

POSITION: Middle School Grade Level Chair Person

QUALIFICATIONS: Tenured Teaching Staff

PRIMARY FUNCTION: Provides leadership and coordination on a daily basis. Grade Level Chairs are experienced educators who work with other teachers, administrators, and parents to help both teachers and students have a positive, productive school experience.

REPORTS TO: Building Principal

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Work with grade level teachers to promote positive and productive relationships between colleagues, students, parents, and community.
- B. Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement.
- C. Coordinates with Principal to:
 1. Provide assistance in the direction, planning and evaluating of grade level programs and trips.
 2. Provide organization and support for grade level.
 3. Assist in the screening, selection, and recruiting of new teachers.
 4. Coordinates program evaluation and revision.
- D. Additional duties and responsibilities:
 1. Participate in the development of professional development.
 2. Maintains inventory of instructional materials.
 3. Generates materials highlighting the accomplishments of the grade level.
 4. Inventory textbooks and equipment.
 5. Attend grade level facilitator meetings with the middle school administration.
 6. Participates in grade level CPR planning discussions.
 7. Act as liaison between HMS grade levels and HMHS.

SALARY: Level 4 on Non-Athletic Activities Guide (Schedule B)
Ten-month position plus up to 2 days at curriculum rate beyond the regular teacher's contract year.

BOE Approved Date:

BOE Review Date: 8/25/2016