

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**ELEMENTARY GRADE LEVEL CHAIR**

**I. Selection Process**

1. The team will recommend one individual receiving majority support from the team to the Principal for confirmation.
2. In the event that no individual can secure majority support, the Principal will make the selection without a team recommendation.
3. Each teacher will have one vote.
4. Vacancies that occur before the completion of the elected term will be filled for the remainder of the unfilled term using this procedure.

**II. Length of Assignment**

Multi-year. (2 Year term)

In the spirit of distributive leadership, every effort will be made to rotate the role of Grade Level Chair at the end of the two year term to another member of the grade level team.

**III. Grade Level Chair Duties and Responsibilities**

Under the general direction of the Principal, the duties and responsibilities of the Grade Level Chair are as follows:

1. Be directly responsible to the Principal.
2. Call grade level meetings as needed to conduct necessary business.
3. Assist in the selection of textbooks and other instructional materials.
4. Work with the grade level to improve instruction.
5. Represent the grade level team as a member of the site and/or district wide committees, including curriculum or instructional planning when scheduled by the District (not to exceed twelve meetings outside of the contractual day per year per grade level chair.)
6. Assist in determining site in-service training needs.
7. Provide input in the development of faculty meeting agendas.
8. Assist in the interviewing process of teacher candidates for vacancies as necessary.
9. Assist with orientation and support of new teachers.
11. Facilitate the development of assessment programs for grade levels.
12. Participate in curriculum and leadership training sessions, workshops and/or conferences, District Curriculum Institutes, etc.
13. Facilitate the development, coordination, implementation and evaluation of annual grade level goals.
14. Assist with the preparation and updating of staff and student handbooks.
15. Assist with the development of student and teacher schedules.
16. Act as the contact person and disseminate information to grade level as needed.
17. Is the grade level liaison during summer months for the Principal.

**IV. Grade Level Chair Qualifications**

1. Knowledge of subject matter.
2. Candidates must be full-time instructors.
3. Ability to relate effectively with District personnel, students and parents.
4. One year experience at the elementary site and permanent status required.

**V. Ability To**

1. Demonstrate professional rapport with colleagues.
2. Demonstrate strong collaboration skills.
3. Demonstrate enthusiasm for teaching and learning.
4. Demonstrate the ability to work closely with team members and the site administration
5. Demonstrate the ability to prioritize tasks, communicate outcomes and self-initiate tasks.

**VI. Physical Demands**

1. Requires ability to stand, sit, walk, reach overhead, push and pull.
2. Requires hearing and speaking to communicate and provide general guidance.
3. Requires oral and written communication.

\_\_\_\_\_  
LCTA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LCUSD

\_\_\_\_\_  
Date of Board Approval