

CHAIRPERSON (GRADE) INFORMATION – ELEMENTARY

I. Desirable Qualifications for Grade Chair

Grade chair should have a minimum of one (1) year of teaching experience.

II. Method of Selection

A. A notice shall be circulated by the principal announcing the chair openings.

B. A written application shall be filed with the principal.

C. Final selection shall be made by the principal.

III. Compensation

See "Salaries" in Master Agreement

IV. Term of Office

A. The length of term of office shall be for three (3) years. Chairs will be re-evaluated each spring.

B. The term of office within an elementary school shall be so arranged (staggered) as to provide for one-third of the chairs to expire each year.

C. Replacement

Replacement in cases of resignation, removal or vacating of office shall be for the balance of the term according to the procedure used for regular appointment.

D. Removal during the Term of Office

The principal may, after conference with the person concerned, recommend to the superintendent the removal of any chair who shall have performed in an unsatisfactory or inefficient manner. The grade chair shall have the right to appeal to the superintendent. Removal shall be justified with written reports on the chair's performance. Final approval rests with the Board of Education.

V. Responsibilities

With the approval of the principal, the general responsibilities of the grade chair are as follows:

A. Make recommendations for capital outlay items to the principal.

- B. Requisition and distribute supplies.
- C. Consolidate grade level budget requests and supply orders.
- D. Attend grade chairperson meetings with the principal.
- E. Call grade-level meetings monthly. Furnish agenda and minutes to principals.
- F. Coordinate grade-level testing program.
- G. Coordinate grade-level field trip requests to principal.
- H. Coordinate textbook recommendations and curriculum implementation with appropriate subject chairpersons.
- I. Schedule hall bulletin boards and all showcases.
- J. Arrange schedules for sharing supplementary material.
- K. Recommend grouping of children for following year.
- L. Assist in teacher orientation at opening of school
- M. Assist in building "fan-out".
- N. Special assignments by building principals.
- O. Other duties as assigned by the principal.

Adopted 10/03/68; Amended 07/01/91; Reviewed 04/21/94