

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.17**

**Position Title:** Grade Level Chairperson (K-5)

**Reports To:** Principal

**SUMMARY**

Provides increased communication among teachers and administration; enhances teachers' input; and increases continuity, cohesiveness, and coordination of curricular program and activities resulting in a more productive educational program for elementary students.

**QUALIFICATIONS/REQUIREMENTS**

The Elementary Grade Level Chairperson shall hold an appropriate Missouri teacher's certificate and shall have sufficient inter-personal skills to coordinate the professional efforts of co-workers are within the grade level administrators within the elementary schools.

**ESSENTIAL JOB DUTIES**

- Coordinates and articulates curriculum within the grade level.
- Together with administrators, teachers, and curriculum specialists, evaluates the strengths and weaknesses of curriculum program and instructional materials.
- Assists in developing, implementing, and evaluating new ideas, methods and techniques.
- Participates in planning and implementation of curriculum changes to best meet student needs.
- Serves as leader and model for other teachers within the grade level.
- Keeps the principal informed and advised on grade level problems, plans and progress.
- Prepares agenda and conducts grade level meetings at least two times per quarter.
- Conducts routine orientation and guidance for new staff members in the grade level.
- Assists the principal in interpreting the nature of the grade level as well as its promotion.
- Coordinates special activities and observances with the grade level faculty.
- Collects a list of two to eight room parents from each grade level staff member and provides it to the principal.
- Attends monthly grade level chair meetings as called by the principal.

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- Acts as a consultant for the principal with regard to strengths and weaknesses of grade level programs and assists in the collection and dissemination of information for reports.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate duties as assigned by the principal.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position. Additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the District Policy on evaluation of instructional staff.