



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