

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Office of Personnel Services
CERTIFICATED JOB DESCRIPTION

Grade Level Chairperson

Qualifications

1. Must have probationary or permanent status
2. Comfortable leading meetings and trainings
3. Able to attend after school meetings
4. Comfortable leading a team in the development of lessons
5. Demonstrate ability to get along well with others

Under the direction of the principal the Grade Level Chairperson provides instructional leadership for the teachers in the grade level, assists with the implementation and assessment of the district-adopted curriculum, and is responsible for grade level communications and recordkeeping.

Basic Responsibilities:

1. Attends monthly district instructional leadership meetings;
2. Uses data to identify strengths and challenges of grade level performance;
3. Leads lesson studies as appropriate;
4. Disseminates information to the grade level team
5. Provides professional development for grade level teachers as appropriate and applicable;
6. Leads weekly collaboration

Removal Process:

If a chairperson is not consistently fulfilling his/her duties:

1. The principal will discuss his/her concerns with the grade level chair person;
2. The Director of Instruction and the principal will discuss continuing concerns with the chairperson.
3. If needed, a new election will be held at the semester/mid-point of the school year for a new chairperson