

## Elementary School (Grades PreK-5) Grade Level Coordinator

**Reports To:** Administrator

**Essential Job Function:** The Grade Level Coordinator provides instructional leadership and enhances articulation regarding curriculum alignment to standards, the development and implementation of common assessments, and the use of effective instructional strategies that will most appropriately meet the needs of students. The duties of the Grade Level Coordinator are critical to the overall educational program of the school/district and require effective and ongoing communication and collaboration with staff and administration.

Grade Level Coordinators and Team Leaders are essential positions which provide effective implementation of the school/district's program. Such positions foster leadership experiences and provide the individual an opportunity to develop positive leadership traits. Appointments are made on an annual basis. Stipends for these positions are outlined in the ALTA Contract.

### **Duties and Responsibilities:**

1. Accurately demonstrate knowledge of the grade level, content area(s) and approved curriculum.
2. Manage the grade level in a manner that promotes positive and productive relationships between colleagues, students, parents and the community.
3. Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems and increase student achievement.
4. Follow administrative and board policies.

### **Additional Duties and Responsibilities:**

1. Select, use, and interpret evaluation data in coordination with Director of Instruction and Building Administrator.
2. Be available to parents, students, administration and colleagues.
3. Develop and use community and professional resources.
4. Chair all grade level meetings.
5. Coordinate departmental duties including:
  - a. Organization and logistics regarding field trips and building specific activities.
  - b. Preparation of reports, agendas, and minutes. These should be regularly shared with administration.
6. Provide recommendations to administration regarding new text adoptions and supplementary materials for department. Inventory textbooks and equipment as needed by administration.
7. Be knowledgeable about new trends and developments within departmental content area and recommend pilot or experimental programs for consideration by administration.
8. Assist new teachers in methodology, technique, materials, or any other function needed to enhance the new teacher's ability to be successful.
9. Provide the leadership for developing curriculum aligned to standards.
10. Complete or assist when requested with all surveys, forms, and state reports that are required of department.
11. Administer the budget and resources for the grade level.
12. Review requests for new equipment, instructional materials and supplies for the grade level. When requests are appropriate, submit request following district procedures.
13. Make recommendations for the master schedule development.
14. Serve as a communications liaison between the grade level, the administration, and other school groups.

15. Attend meetings called by administration to facilitate articulation and eliminate duplication of services within the district.
16. Allows for and participates in collaborative decision making within both the grade level and the school.
17. Other tasks deemed appropriate or necessary by administration.

**Evaluation:** Performance is reviewed annually by administration.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specified duties

11/2019