



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

GRADE CHAIRPERSON

I Title: Grade Chairperson

II Qualifications:

- A. Tenured teacher in the Upper Saddle River Schools
- B. Teacher at the grade level of the appointment
- C. Strong leadership skills
- D. Excellent communication skills
- E. The respect of colleagues and peers
- F. Trained to Administer Epi-pen
- G. Glucagon trained on an as needed basis

III Primary Function: This is a teacher who is selected annually at each of the grade levels K-8, to serve in a one-year position as a leader, representative, and liaison for the grade level to the administration, the school, and when appropriate, the district.

IV Reports to: Principal/Supervisor

V Major Duties and Responsibilities:

- A. Budget (current)
 - 1. Assists administrators with identifying supply needs of the grade level
 - 2. Inventories, distributes, and stocks all general supplies for the grade level
 - 3. Solves problems with delayed, incomplete, or incorrect orders
- B. Budget (next year's)
 - 1. Works with school administrators to establish budget requirements for next year
 - 2. Work with grade level to determine budget needs; make decisions
 - 3. Collect and collate orders; submit formal budget to administration
 - 4. Meet with administration to explain items and priorities
- C. Curriculum
 - 1. Chair grade level and/or subject specific meetings; create agendas and keep minutes
 - 2. Keep abreast of all curricular changes
 - 3. Explain curriculum to newly hired staff

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4. Work with USR curriculum coordinator and quad district coordinator to ensure articulation
 5. Support curriculum with materials and supplies
 6. Facilitate the scheduling on non-routine days (e.g. assemblies, testing, etc.).
 7. Has primary responsibility for planning/organizing/implementing grade level field trips
 8. Work with administration to insure smooth inter-grade level transitions in curriculum
- D. New Teachers
1. Assist with orientation to the school: policy, curriculum, facilities, personnel, materials/supplies, classroom management
 2. Guide and support; work with assigned mentor if teacher is in the mentoring program
- E. Technology
1. Responsible for all shared grade level/departmental issued technology equipment (e.g. laptop carts, cameras, etc.).
- F. Others
1. Meets regularly with the building Principal
 2. Advocate for the grade level in appropriate settings
 3. Foster positive attitudes towards the district
 4. Maintain confidentiality at all levels
 5. Establish and maintain high professional goals
 6. Attend grade chair meetings with administrator(s).
- G. Performs other duties, which may be within the scope of his/her employment and certification as may be assigned.

VI **Terms & Conditions of Employment:** The term is a one-year, posted and appointed annually in May/June. The same person may be reappointed to the position. The school principal shall have the sole responsibility for appointment recommendations. Compensation as per the contract between the Board and the USREA Article 29-D.