

MONONA GROVE SCHOOL DISTRICT

Board Policy 531.83

ELEMENTARY GRADE LEVEL COORDINATOR (Job Description)

Qualifications:

- (1) Must possess and maintain certification as a teacher in the assigned area as established by state law and the Department of Public Instruction.
- (2) School leader who advances school and district goals
- (3) Must meet any additional qualifications established by the district.

Reports To: Principal

Job Goal: To provide leadership within the department on curriculum and instruction, budgeting, and communication matters.

Performance Responsibilities:

Elementary grade level coordinators will meet regularly with their building principals and be responsible to their building principal for their duties as coordinator which include:

1. Work collaboratively with the principal and grade level staff in the development of plans and procedures that support instruction for the upcoming school year in the following areas:
 - Scheduling
 - Student Placement
 - Grade Level Budgeting
 - Identification of grade level/department staff development and/or in-service needs
 - Identification of grade level/department resource needs
 - Identification of curriculum development needs
2. Coordinate the implementation of new curriculum initiatives at the grade level/department through the identification of material/resource and staff development needs.
3. Coordinate the content of the grade level agendas with input from the building principal based on information shared at coordinator meetings.
4. Communicate regularly with building principal the activities and needs of grade level/department by submitting agendas, meeting minutes, and concerns in a timely manner. Meeting agendas should be submitted prior to the meeting. Minutes should be submitted following each meeting.

5. Work cooperatively with the building assessment committee, the principal, and building coordinators to analyze student assessment and school performance data. Provide leadership in the instructional application of information at the department and/or grade level.
6. Provide leadership in the identification of annual or long-term grade level/department goals that address desired student outcomes, staff development, and curriculum development needs.
7. It is the role of the grade level/department coordinator to apprise the principal of staff concerns to allow the cooperative problem solving and proactive planning necessary to address staff needs/concerns. The coordinator in turn acts as the liaison between staff and building principals to ensure accurate and effective communication.
8. The coordinator is responsible for facilitating the meeting in a manner that allows for open dialogue and full participation among team members. The duties of the coordinator include:
 - Establishing ground rules that promote healthy, functioning team behavior
 - Ensuring the agenda is followed
 - Ensuring that meeting outcomes are met
 - Facilitating the participation of all team members
 - Ensuring that meetings start and end on time
9. Orient and provide support for new teaching staff.
10. Represent the grade level in the building at all staff meetings as well as meetings of the school's coordinators.
11. Provide input into the development of the building budget.
12. Coordinate and maintain an inventory of and requisitions for the following: textbooks, workbooks, grade level curriculum supplies, audio-visual materials and equipment.
13. Coordinate recesses, field trips and buses, grade level competitions, and distribution of materials.
14. Serve as a liaison between the grade level and the administrative staff, pupil services staff, and the Parent Teacher Organizations.
15. Coordinate the development of proposals with district staff for curriculum workshops to be held during the summer and present proposals to the principal.
16. An elementary school grade level/department coordinator shall perform other related duties as directed by administration.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work competency required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

An elementary school grade level/department coordinator shall serve for a three-year term. At the end of the third year, the position shall be posted. The coordinator may reapply on a year-to-year basis. If the coordinator is unable to serve for the three-year term, the position shall be posted. Wages, benefits, hours and working conditions shall be in accordance with the collective bargaining agreement.

LEGAL REFERENCES: Section 121.02(1)(a) Wisconsin Statutes
CROSS REFERENCES: Board Policy 538, Staff Evaluation
Employee Agreement
BOARD APPROVAL: September 14, 2005