

Elementary School

Chairperson Guidelines

a Joya Independent School District
Elementary School
Grade Level Chairperson

The following guidelines will be used in the selection and compensation and evaluation of grade level chairs:

Qualifications:

- Certification in primary subject area
- Three years teaching experience
- Knowledge of curriculum and instruction issues
- Knowledge of effective teaching and school practices
- Knowledge of programs for special populations
- Organization and management skills
- Effective communication and interpersonal skills

Selection Guidelines:

- Teachers interested in serving as a grade level chairperson must complete an application or resume and submit it to the principal or the designee every academic year
- The principal will submit applicants to the SBDM for review/selection
- The principal will name Grade Level Chairpersons in May or August for one academic year.
- Discretion in the selection of the Grade Level Chair may be used by the principal, if no experienced teacher is found.

Roles and Responsibilities

- Assist campus administrators in identifying student instructional needs, monitoring instructional planning and programs to address identified needs within the grade level.
- Review lesson plans for quality, alignment to district and TEKS standards and modifications for different populations.
- Model classroom lessons for the purpose of improving instructional delivery
- Monitor the implementation of district or campus curriculum within the grade level and provide feedback to the campus administration on the quality and effectiveness of that curriculum.
- Assist in coordinating the instructional program within and across grade levels and special programs as required by state, district and campus expectations.
- Assist in maintaining records of student assessment, placement and progress of district assessments/state academic standards.
- Review grade books on a scheduled basis to ensure compliance with state and local standards.
- Analyze, disseminate and review student assessments reports and results by class/grade level.
- Maintain accurate inventory of grade level materials and equipment.
- Ensure that appropriate instructional materials and resources for teachers are available to implement all instructional programs within their grade level.
- Assist in planning and implementing an effective campus-based staff development program that is consistent with the district's philosophy and goals; also addresses the needs of the students and staff.
- Disseminate current information on subject area and instructional methodology to promote professional growth for the grade level.
- Assist the principal in interviewing prospective teachers.
- Provide orientation for new teachers and substitutes to the grade level on procedures, curriculum and other information.
- Lead grade level meetings and maintain minutes of meetings.
- Order instructional materials.
- Assist the campus administration with other matters related to the department as assigned.

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Compensation:

\$ 500.00

Duration of Responsibilities:

Elementary chairpersons will be named for one academic year. Selections will be reviewed and may be terminated during the year by the principal if performance does not meet expectations.

Evaluation:

The individual's performance of chairperson duties will be evaluated in April by the department and the principal. Documentation will be reviewed by the divisional review team during campus visits.

- Instructional support personnel will be assigned to appropriate grade levels
- These stipends will be paid in one lump sum at the end of the academic year upon completion of all required documentation. In cases where individuals are unable to complete a full year, the amount will be prorated for the number of days of actual service.
- Additional Duty Agreement should be attached to the Extra Duty Form (available on the Payroll Website) and submitted in time for the June paycheck.

Elementary School
Grade Level Chairperson

APPLICATION

Date: _____

I. **Personal Information:**

Name: _____

Employee I.D. # _____

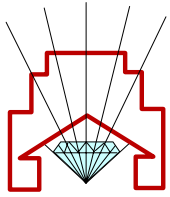
Address _____

Phone Number: _____

II. **Educational Experience:** Briefly describe your educational experiences including degrees / certificates held.

III. **Teaching Experience:**

IV. **What do you believe should be the goal(s) of your department / grade level chairperson? Explain the qualities and / or strengths that you would bring to this position.**



La Joya Independent School District ADDITIONAL DUTY AGREEMENT

The Board of Trustees of the La Joya Independent School District (hereinafter the "District") hereby employs the undersigned, _____ (hereinafter the "Employee"), to perform additional duties, and Employee accepts employment for additional duties under the following terms and conditions:

1. The Employee is being employed to perform the following additional duties which are not contemplated under the Employee's current term or continuing contract with the District: to instruct and supervise students in their participation in the following activity _____ .
2. The Employee is not required to accept the additional duties for which Employee is being employed under this Agreement. The Employee shall have the right to, at anytime and without prior notice, resign from these additional duties, without penalty, for any reason or nor reason at all. The District shall have the right to, at any time and without prior notice, terminate this Agreement and remove the additional duties from Employee, for any reason or no reason at all.
3. The District shall compensate the Employee in accordance with a compensation schedule adopted by the school district for the type of additional duties to be performed by Employee under this Agreement. The District shall have the right to unilaterally change the amount of compensation at anytime.
4. This agreement shall not be subject to or governed by any of the provisions of the Texas Education code, Title 2, Subtitle C, Chapter 21, Subchapters C, D, or E, as amended.
5. This agreement does not constitute a reassignment of the Employee.
6. This agreement is not intended as a guarantee of employment in the herein stated additional duties for any specified period of time. No policy, rule, regulation, law, statute, or term in this contract shall operate to vest the Employee with any tenure, property rights, or expectancy of continued employment in the additional duties set forth herein.
7. Unacceptable performance of the additional duties under this Agreement shall not provide grounds for the District to take any adverse action against the Employee's term or continuing contract with the District. The Employee shall not be entitled to credit in any performance evaluation for favorable performance of any of the additional duties under this Agreement.

Employee Signature (Printed)

Principal or (Administrator or Designee) (Printed)

Name: _____

Name: _____

Position: _____

Title: _____

Date: _____

Date: _____

xc: Employee
Supervisor
Office of Human Resources