



LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

TITLE: Suggested Responsibilities Of
Grade Level Chairperson,
Elementary Schools

NUMBER: BUL-3810

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Instructional Services

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ROUTING

All Elementary Schools

Local District Superintendents

Local District Administrators of
Instruction

Directors of School Services, Elementary
Administrators

School Administrative Assistants

PURPOSE: This revision replaces Bulletin M-51 issued on April 1, 2002. The content has been revised to reflect name changes.

ASSISTANCE: For further information, please call your Local District.

I. INTRODUCTION

The grade level chairperson is an important member of the instructional team. In addition to teaching responsibilities, the grade level chairperson serves in a leadership role of a grade level(s) in an elementary school and assists the principal in coordinating the organization and implementation of the instructional program and activities of the grade level(s).

II. GUIDELINES

The following criteria for the selection process of grade level chairpersons is set forth by the Collective Bargaining Agreement between the United Teachers Los Angeles and the Los Angeles Unified School District, Article IX A, Section 3.1:

- A. Department/grade level chairpersons (and their co-chairs in multi-track programs who serve when the chairperson is off-track) shall, if the affected employees desire, be elected annually by the employees in the department or grade level, excluding substitutes and contract pool teachers.
- B. For voting purposes in elementary schools, combination classes shall be deemed to be at the grade level of the majority of the students in the class.
- C. Elected chairpersons are subject to removal only for cause, and disputes arising from such removals shall be subject to expedited arbitration the same as suspensions.

III. SUGGESTED RESPONSIBILITIES

The following are suggested responsibilities of grade level chairpersons:

- A. Provides instructional leadership for one or more grade levels in:



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1. Planning and organizing grade level meetings and professional development to improve instruction and refine teaching techniques; also assists in the planning of faculty meetings.
 2. Reviewing and assessing grade level standards with teachers of the grade level in relation to the total school educational program.
 3. Serving as a resource person regarding current trends, developments, and publications in the grade level or levels of assigned responsibility.
 4. Developing resources for the improvement of instruction.
 5. Encouraging skillful instructional practices in line with the core curriculum.
 6. Assisting in the evaluation of the instructional work of the grade level as it relates to student achievement reflected in assessment data.
 7. Assisting in identifying and developing leadership potential within the grade level.
 8. Promoting active teacher participation in school, local district, and District instructional events and activities.
 9. Attending District and local district meetings called by specialists, the Director of School Support Services, instructional advisors, and others.
- B. Assists with coordination, provides leadership, and contributes to the organization and implementation of the instructional program and activities of one or more grade levels, including, but not limited to:
1. Assisting in the articulation of grade level activities with those of the total school program.
 2. Assisting in orientation of teachers new to the grade level.
 3. Assisting in review and recommendation of changes in curriculum.
 4. Assisting in the selection of textbooks and other materials and in the preparation of requisitions and the allocation of textbooks, supplies, equipment, and other materials.
 5. Assisting with the interpretation of grade level programs to teachers and parents.
 6. Acting as liaison between grade level teachers and the appropriate school administrator or his or her designee.
- C. Provides assistance to teachers with problems in class control and management and problems with curriculum and course of student content.
- D. Serves as a member of school or District committees, such as advisory, faculty, PTA, curriculum development, and textbook selection.



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- E. Contributes information for, or maintains records of, grade level programs or materials; gathers and compiles information as requested by the principal.

IV. EXPERIENCE, KNOWLEDGE, AND SKILL

Desired qualifications include, but are not limited to, the following:

A. Experience

1. Permanent status, if possible.
2. At least two school years of teaching service within the past five years in the grade level or levels of the assignment.
3. At least one school year of teaching service at the assigned school.
4. Service as a training or demonstration teacher.
5. Membership on a school advisory board, faculty advisory committee, or school representative to the PTA.
6. Membership on Districtwide committees for the selection and evaluation of textbooks, audiovisual aids, supplies, equipment, and other related instructional materials.

B. Knowledge and Skills

1. Leadership ability in planning and improving the instructional program of the grade level and in working effectively with students, staff, and parents in providing an appropriate educational program.
2. Knowledge and understanding of the local school organization and instructional program.
3. Knowledge of current practices in curriculum development for the grade level or levels of assigned responsibility.
4. Knowledge of the local school, local district, and District resources available to teachers in the grade level.