

DELRAN TOWNSHIP SCHOOL DISTRICT

Millbridge Grade Level Leader

Reports to: Millbridge Principal

Job Goal: The Millbridge Grade Level Leader position is a non-supervisory, non-administrative position with a stipend. The Grade Level Leader will work and plan cooperatively with the Millbridge Building Administration to facilitate district educational initiatives as well as assist in providing and maintaining an effective, safe, and enjoyable learning environment.

Performance Responsibilities:

1. Work cooperatively with administration and grade level teachers to formulate the agenda for grade-level articulation meetings.
2. Serve as chairperson for grade level meetings; maintain a record of meeting dates and topics discussed.
3. Communicate pertinent information from grade level meetings to special area teachers, interventionists, support staff, and district supervisors, as applicable. Serve as a liaison with the grade-level team; communicate requests for information as necessary.
4. Collect information about grade-level supply needs and supply lists for parents.
5. Distribute incoming non-curricular supplies and materials to their grade-level teachers, as necessary.
6. Ensure that the main office has copies of all information being communicated to the community from the grade level and that approval has been obtained by building administration.
7. Coordinate activities within grade level, for example; but not limited to the class trip and field day.
8. Maintain appropriate records, as necessary and in accordance with board policy or state law.
9. Perform other duties as assigned by the Millbridge Principal and/or Superintendent.

Qualifications:

- * Ability to read, analyze and interpret information;
- * Ability to calculate figures and amounts;
- * Ability to work well with other people;
- * Good verbal and written communication skills.

Certificates, Licenses, Registration:

Valid N. J. Teaching Certification

Evaluation:

The performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: 11/20/23