

WESLEYAN SCHOOL



Middle School 7th Grade Boys and Girls Grade Chair Job Description

The Middle School Grade Chairs serve as the first line of communication with parents and faculty in regard to academic, social, and spiritual issues that affect middle school students. Additionally, the Middle School Grade Chairs lead their respective team of teachers at their designated grade level and work with the Middle School Principal to plan and promote the programs of the middle school. The grade chair teaches three classes.

➤ **Personnel**

- Report directly to the Middle School Principal
- Communicate and work directly with the Middle School Principal, Middle School Counselor, and the Middle School Dean of Students
- Communicate and work directly with the corresponding 7th grade chair
- Coordinate shared responsibilities with the corresponding 7th grade chair
- Plan and lead regularly scheduled grade level meetings
- Attend regularly scheduled Grade Chair Meetings
- Speak at a minimum of one (1) parent coffee each year
- Communicate with parent grade reps

➤ **Academic / Guidance Responsibilities**

- Monitor the academic progress of all students in the 7th grade
- Schedule and conduct fall conferences with the assigned families in the 7th grade
- Conduct additional student and parent conferences as needed
- Communicate with parents of students who fail courses
- Monitor the test / project calendar for the 7th grade
- Oversee exams at the conclusion of each semester
- Administer make-up exams

- Assist teachers with CTP4 testing
- Assign and monitor backwork sessions
- Provide support for the teaching of organizational skills, study skills, and time management
- Gather homework for students who are absent and coordinate schedules for make-up work, tests, and quizzes
- Participate in Look Ahead Night
- Plan and participate in New Student Orientation
- Plan and participate in Parent Night

➤ **Administrative Responsibilities**

- Work with parent volunteers to maintain the bulletin board in the 7th grade hallway
- Lead the 7th grade team of teachers in reading admissions folders
- Compile lists of awards for Honors Day
- Assist the parent rep with coordination of the end of the year party
- Coordinate and plan field trips/retreats
- Provide students with planned absence forms
- Assign teachers to daily lunch duty
- Maintain records of student extracurricular involvement
- Take an active role in two (2) socials each year
- Coordinate with the school nurse, Middle School Counselor, and Middle School Principal to plan the human development programs
- Assist student government elections
- Write recommendations for students who apply to other schools

➤ **General Responsibilities**

- Maintain a high level of visibility in the hallways
- Monitor the social growth and development of the students in their assigned grade level
- Develop a relationship with the parents of the students in their assigned grade level
- Attend and be visible at middle school activities, functions, athletic events and fine arts concerts