

Wesleyan School



The High School Grade Chair

The Grade Chairs serve as the first line of communication with parents and faculty about issues that affect the academic performance of the student. They advise, challenge, encourage, and nurture students as they set and attempt to reach their own goals while encouraging the development of class unity and sense of community. In conjunction with the Principal, the Grade Chairs devise the best program of study and most effective policies for students' academic progress. They also support and help each other in performing the tasks associated with the position.

Responsibilities:

❖ Curricular

- ◆ Work with the principal on strategies to address curricular concerns
- ◆ Work with the principal and department heads to clarify curriculum issues and provide feedback to department heads from students and parents about their issues and concerns.
- ◆ Work with the college counselor for best program of study in regard to students' college goals.
- ◆ Register students for classes in the spring and oversee the students' general academic progress.

❖ Administrative / Guidance

- ◆ Act as the first line of contact for parents who have questions or wish to voice concerns.
- ◆ Keep the principal informed about students' progress and special issues that relate to that progress.
- ◆ Identify students who would benefit from conferences with school counselors.
- ◆ Work with the grade level team of homeroom teachers to keep information current and accessible about students' day-to-day well-being.
- ◆ Work with the overall advising team to build student guidance in the high school.
- ◆ Hold an individual parent/student conference with each member of the class.
- ◆ Write recommendations for the students involved in the college process, transferring to other schools, or applying for various programs and scholarships.
- ◆ Oversee the entrance of new students to the school.
- ◆ Begin, at appropriate levels, the exploration of the college admission testing process and communicate with the college counselor about student/parent questions and concerns.

- ◆ Read admissions folders, interview students, and do other committee work during admissions season.
- ◆ Report on class progress in grade review meetings and grade chair meetings.
- ◆ Oversee various career awareness inventories in conjunction with the appropriate counselor.
- ◆ Hold an individual student conference in the fall with every member of the class.
- ◆ Run class meeting assemblies dealing with issues appropriate to grade level.
- ◆ Coordinate the fundraising projects for the class.
- ◆ Work closely with the Dean of Students monitoring each student's progress.
- ◆ Develop the beginning-of-the-year New Student Orientation.
- ◆ Oversee career exploration by grade in conjunction with the high school counselor.

❖ Academic

- ◆ Monitor student academic progress and advise on scheduling issues.
- ◆ Act as a resource for students on issues of academic or administration policy.
- ◆ Keep parents apprised of changes in the student's academic status and informed of the strategies that teachers and the grade chair, with the student, are using to address the problems.
- ◆ Work with the faculty to monitor the student's academic situation and confer about strategies to help the student address specific course problems.
- ◆ Keep the faculty informed about specific circumstances that affect a student's academic performance.
- ◆ Read and review comments at each grading period.
- ◆ Meet with the principal in grade chair meetings once a week and in periodic grade review meetings.
- ◆ Monitor "special needs" students including requests for implementation of limited modifications within the classroom, extended standardized testing, conferences with parents and teachers, etc.

❖ General

- ◆ Be current on cognitive needs and development in students' performance.
- ◆ Work as a team with other grade chairs.
- ◆ Be accessible to students and parents.
- ◆ Monitor and support students in their extra-curricular endeavors.
- ◆ Advise and monitor class projects, and competitions.
- ◆ Encourage leadership abilities of the students.
- ◆ Plan, with the class officers, the various topics and procedures for the class meetings.
- ◆ Oversee class elections and the selection process for those awards that are chosen by the class for presentation to a member of the class.
- ◆ Work with the assigned Grade Representatives from the Parents Club.
- ◆ Attend athletic functions that contain students of appropriate grade level; attend all theater productions that have students from appropriate grade level; attend other school functions with students participating, i.e. Madrigal Dinner, Ensemble nights, etc.
- ◆ Be seen at various student functions – athletic matches, theater productions, music productions, etc.

Qualifications:

- ❖ Master's degree *strongly* preferred

- ❖ Must have strong interpersonal skills
- ❖ Must have strong conflict management skills
- ❖ Must be a student-centered educator